



Martine van den Bergh  
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## Experience

### *Tradumar (2013 – Actual):* Owner – Freelance Translator – Administrative Support

- Translating from English, German and French into Dutch/ (Flemish) and Dutch
- Translating from Dutch into French (Belgian)
- Specialised in tenders, medical (devices), law, automotive, technical subjects, food and beverage, and jewellery/watches, tourism and lifestyle
- Administrative support to # companies

### *Vandeputte Medical (2010– Actual):* Freelance Translator, medical brochures and websites

- Translating of English medical brochures, websites, brochures, contracts a.o. into French

### *Het Coachingatelier (2014–2017):* Freelance support

- Organizing information sessions for job coaching, events, translating, managing website, administrative support.

### *Favor Lease (Alcoba Group) (2012– 2014):* Fleet Sales & Marketing Assistant (temporary job)

- Customer care follow up leasing contracts and billing, support account management, follow up sales and marketing campaigns, incentives. Translating internal documents.

### *Antwerp Port Authority (2010– 2012):* Executive Assistant

- PA to the Chief Commercial Officer (CCO, Marketing, promotion and customer relations)
- Travel management. Translating (maritime worldwide)
- Secretary of the Maritime Friends Association in Antwerp
- Secretary/assistant at the Port of Antwerp, electrical engineering department (temporary assignment)

*Acertys Group (medical devices) (2010-2010):* Translator (temporary assignment)

- Translation of Dutch and English websites, medical brochures, contracts a.o. into French

*Senior-Assist S.A. (Belgian Holding in Care for the elderly) (2009-2010):* Executive Assistant

- PA to the CEO
- Member of the Board of Directors
- Translating medical documents and documents for the Board of Directors
- Travel management and Office Manager

*BMW Group Belux (1974- 2009)*

Assistant Manager /Product Genius/BMW Driver Training

- Coordination and organising of the BMW Driver Training
- Office Manager and HR administration
- Customer contact and assistance
- Product genius

Co-founder and organiser of the BMW Driver Training in Belgium

- Founding and starting up of the BMW Driver training in Belgium
- Office Manager
- Organising and logistics of the training/events on circuits
- Customer contacts

Assistant Training Manager

- Organising and logistics of the educational programs at BMW Belux: technical, commercial, IT and Management programs
- Translating training documents
- Organizing training & events

Distribution Manager

- Member of International Market analysis team
- Organising and planning of sales and production of BMW vehicles for Belgium and Luxemburg
- Reporting and analysis of sales results
- Translating sales documents
- Coaching a team of 5 persons

Assistant Commercial Director at BMW Belux

- Marketing analysis
- Office Manager
- Organizing and planning of sales and production of BMW vehicles for Belgium
- Member of BMW International Market Analysis Team
- Translating sales documents

Member of the Distribution team

- Organizing and planning of sales and production of BMW vehicles for Belgium and Luxemburg
- Reporting and analysis of sales results

### Janssen Pharmaceutica N.V. (Johnson & Johnson Group) (1972 – 1974): Executive Assistant

- Executive Assistant to the CCO and Marketing Director
- Export Basic products to German-speaking countries.
- Reporting to the Federal Agency for Medicine, Drugs and Healthcare.
- Translation of the Belgian Medicine and Drugs Committee Reports.

### Skills and expertise

- Word, Excel, PowerPoint, Outlook 2016, Windows 10
- Translator's software: MemoQ, Memsource, Tstream Editor, SDL Trados Studio, Across, Passolo, Smartcat, Plunet
- International shipping
- Sales Management, budget and forecasting support
- Specialist in translating texts/websites of medical and automotive, legal documents, tenders for European Union and Commission, technical subjects, lifestyle and luxury products

### Languages

- Dutch (Native or bilingual proficiency)
- French (Native or bilingual proficiency)
- English (Professional working proficiency)
- German (Professional working proficiency)
- Italian (Elementary proficiency)

### Education

- Business Management and Languages, 1970 – 1972, cum laude
  - Karel de Grote University College, Antwerpen, Belgium
- Summer classes, Italian 1970
  - Università di Bologna, Italy
- Bachelor, Translator French into English/Italian, 1969 – 1970
  - Institut Libre Marie Haps, Brussels (University of Leuven), Belgium
- High School O.L. Vrouwinstituut, Antwerp, magma cum laude
  - Humanities Languages and Economics
- Copywriting, 2015
  - Cevora, Belgium
- Emotional Intelligence, 2015
  - Cevora, Belgium
- Assessor, 1993 – 1993
  - Selection of new professional salesmen, Center of Excellence
- BMW Driver's Experience
  - Basic and professional program
  - Defensive and secure driving

## Hobbies

- Opera, classical music
- decoration
- animals
- gastronomy with fine friends
- car driving and
- reading.

## Recommendations

- Harold Meeuwsen, Marketing Manager Acertys

"Martine has proven to be an extremely experienced and professional colleague (ad interim). The translation job she did was perfect on time and done very good. However, Martine did more than that for this job and our company. Also, very nice to work with Martine."

- Dr. Paul Huvenne, Em. Director Royal Museum of Fine Arts in Antwerp

"Martine has extensively contributed in preparing and organising the first negotiations between the Antwerp Museums, the Antwerp Port Authority and the Indian Authorities to host the 'Flemish Masterpieces from Antwerp' exhibition in Mumbai (India) in 2014."

- Eric De Schepper, owner De Schepper BMW-dealership

"Martine has the drive, the loyalty and the perseverance which you only can find in Chinese warriors."