

## CV Vibeke Viteri

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### EDITORIA TRANSLATIONS & EDITING

February 2012-present

**TRANSLATION FIELDS: MANAGEMENT, COMMUNICATION, MARKETING, LAW, FASHION, SPANISH AND LATIN AMERICAN CULTURE,**

- **Translations English | Spanish | French --> Dutch (native):**
  - Business texts: learning materials, legal texts, websites, presentations, brochures, etc.
  - Non-fiction books and articles.
  
- **Editing/proofreading of Dutch translations.**

#### **Companies**

Erasmus University, Radboud University, Greenpeace, Makita, VUMC, Oster, Yext, Acer, NYDJ, Sony, Best Western Hotels, Okura Hotel, Lost.MyName, Dell, Cabman, Xeikon, Solidaridad, Paragon, TeleQ, Nordex SE, Klarna, Buddha to Buddha, Ebay, ANNA+NINA, the Belgian Tourism Office, Drägerwerk, Crowcon, Readers Digest, Stradivarius, Bershka, Desigual, Ontex, BERING, Gant, Clarks, Inditex Group, etc.

#### **Work**

Book translations: *La Casa de Papel Escapebook*, *National Geographic Collection* (six specials about Ancient Egypt, six specials about the Roman Empire), *The Elements of Pizza*, *Clever Guts*, *The Blood Sugar Diet*, *Botanical Style*, *On Bowie*, *The Leicester Story*, *Descubrir la filosofía*, *Grey and Darker* (both from the book series *Fifty Shades of Grey*), *David Bowie Is*, *Sri Lanka Food*, *Becoming Steve Jobs*, *Cosmic Encounter*, *Over the Rainbow*, *World War I*, *The Beauty Detox Solution*, *Graphic Design in the Netherlands 1940-1945*, *World War II*, *The Fast Diet*, *The Woodbook*, *Woodkitchens*, several cookbooks, etc.

#### **Subtitling**

- Several series and documentaries for Netflix, Amazon.
- Commercials for Apple, Coca Cola, Lacoste, Pepsi, BBC Music, Doritos, etc.

### **Publisher / acquiring editor**

*Thema Publishing House, Zaltbommel, the Netherlands. September 2005 - November 2011*

Results:

- Publisher of  $\pm$  120 books and management games about leadership, personal development, communication & marketing, sales management, coaching.
- Initiation of the e-book department.
- Introduction of full-colour illustrated management books.

#### Responsibilities:

- Selecting and evaluating manuscripts, game ideas, et cetera.
- Coaching authors with their book / game and editing texts.
- Supervising and managing editors (internal and freelance), printers, graphic designers and translators.
- Writing (commercial) cover texts, presentation folders, press releases, etc.
- Participating in the marketing and sales of all publications..

#### Additional

*2008-2011: Working Group CSR of the Schouten & Nelissen Group.*

- Encouraging awareness of sustainability within the various companies of the Schouten & Nelissen Group.
- Taking care of internal communication among which a digital newsletter.

#### **Editor**

*ISBW Education & Training, Houten, the Netherlands. January 2001- September 2005*

Result: complete revision (multiannual projects) and development of teaching materials of the bi-annual courses Management Assistant, Senior Personnel Manager, Middle Management, and several separate topics and trainings.

#### Responsibilities:

- Project management / coordination: providing feedback, establishing and monitoring schedules and deadlines of major reviewing processes of the educational programs HRM, Healthcare & Welfare, Management Assistant and Marketing & Communications.
- Updating course materials.
- Author management: supervising authors and co-readers.
- Editing teaching materials and monitoring didactic format and quality.

#### **Management Assistant**

*ISBW Education & Training, Houten, the Netherlands. December 1999 - January 2001*

- Coordinator of communication (internal and external).
- Various administrative and secretarial tasks (telephone, written communication, organizing meetings, taking minutes, contract, etc.).
- Organization of conventions and reunions.

#### Additional

- Working Group e-learning.
- Setting up a business library.

#### **Spanish teacher**

Babel Language Institute, Utrecht 1998 - 1999

#### **MISCELLANEOUS / VOLUNTARY**

- Allotment Association 'ATV Utrecht Zuid' (2011-present): communication.
  - writing newsletters, developing the new website, member nature group, photography of events, etc.
- Workgroup Ecuador Netherlands:

- Writing articles for the newsletter; researching and rewriting the book *Ecuador, land contract and conflict*.
- Article and photos for the informational tourist booklet *Te gast in ... Ecuador*.
- Editor newspaper Wereldwinkels.
- Radio interview on Radio 1 on the political situation in Ecuador.
- School newspaper editor nursery school 'Ravelijntje' (1994-1996), school newspaper editor primary school 'De Klim' (2000-2003).
- Organizational and administrative work for my husband (painter).
- International experience: Switzerland (Lausanne, 1½ years), Ecuador (1 year and numerous trips), Austria (4 months).

## **EDUCATION**

### **Liberal Arts MA**

#### **Specialization: Latin American Studies**

*University of Utrecht, The Netherlands, 1999*

Spanish | Professional writing and reporting | LA Literature | Mass communication / mass media | International relations | Anthropology | Economy | Debt problems | History | Human Geography | Philosophy |

### **History of Art**

*Groningen University, The Netherlands, 1993-1994*

### **VWO-A (pre-university education)**

*Rijksscholengemeenschap, Epe, the Netherlands, 1976 - 1982*

### **Diplomas & Certificates**

*ISBW | Lectric | Publishers Academy*

Developing assignments, queries and exams | Author Management | Writing for The Internet | Writing for Conversion | Innovative marketing & Cross-media | Collaborating & Communicating

### **Languages**

Dutch (native), Spanish (near native), English (very good), German and French (fairly good), Italian (passive).

### **Skills**

- Computer skills:
  - Microsoft Office
  - Acrobat XI Pro
  - SDL Trados
  - Photoshop / Gimp
  - MailChimp
  - WordPress

### **Hobbies**

Fabric design: <http://bit.ly/HKvaqb>

Photography: <http://bit.ly/1fygypN>

Travel  
Cooking  
Gardening