

NAME: Heidi Geuns	Date of birth:	4 August 1984
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Profile

My name is Heidi Geuns and I graduated as a translator and interpreter in June 2005. The course included a project in which we worked in groups of 4 to "start up" an independent translation agency and on a number of occasions we were also required to provide linguistic assistance to German businessmen and businesswomen. This involved guiding them round the country and acting as their interpreters as they presented their products to various companies throughout Belgium.

I concluded my BA training with 8 weeks of work experience in the Translation Department at RTBF, Belgium's national broadcaster for the French-speaking community, back then based in Liège, under the supervision of renowned linguist Jean-Marie Jacquet. This involved assisting with translations of Flemish television programmes into French for RTBF (e.g. kids' educational programme "HoeZo"), subtitling (e.g. "Eurosong for Kids 2005"), interpreting for news reports (e.g. interviewing shoppers in Maastricht) and a number of business translations for the corporation.

In July 2005 I started working for the IT solutions provider Cegeka, as a first-line helpdesk agent for medical software. In 2007 I progressed from telephone assistance for users to on-site assistance, and in 2008 I was promoted to second-line support and went on more call-outs as a Support Engineer. From 2009 I combined my work in second-line support with a more sales-based role, and moved to Pre-Sales Support in 2010. I was also responsible for much of the administration for my team.

From 2013 to 2017 I also worked on meal-planning software for healthcare institutions, with responsibility for part of the administration and for liaison between the user and our scanning software provider.

In February 2009 I branched out into freelance translating, language tuition and general administration, alongside my fulltime job at Cegeka. After a 4-year pause from 2012 for family reasons, I resumed my freelance translating, language tuition and general administration sideline in October 2016.

At the end of 2017, I decided to focus on working as a freelance translator and handed in my notice at Cegeka. I started working as a full-time freelance translator on 15 January 2018.

Languages	Reading	Writing
Dutch	Native	Native
French	Fluent	Fluent
English	Fluent	Fluent
German	Fluent	Fluent
Italian	Elementary	Elementary
Spanish	Pre-intermediate	Elementary

Freelance translator EN/FR/DE > NL-be	
Heidi Geuns - HG Translation Services	
	October 2016 – present
Role	<p>Translation - Revision/Proofreading - MTPE from English/French/German into Dutch with experience in:</p> <ul style="list-style-type: none"> - Business - General - Legal - Tourism - Retail - Hospitality - telecommunication - ... <p>General administrative support</p> <p>http://www.hgts.be</p>
Alphatrad	
	March 2018 – present
Role	<p><u>Freelance translator</u> Regular translation projects from English, French and German into Dutch.</p> <p>www.alphatrad.be</p>
DATAWORDS	
	March 2018 – present
Role	<p><u>Freelance translator</u> Regular translation projects from English and French into Dutch.</p>

Previous work experience	
	January 2010 – 12 January 2018
Employer	Cegeka
Team	C-Specialist (MediBase)
Role	Sales + support
Position	Presales Support
Tasks and responsibilities	Compiling and following up quotes, providing demonstrations, performing installations, providing training, customer call-outs, service desk problem-solving, general administration
Technical environment	C-Specialist + Windows 10, Office 2016, basic MAC OS Sierra
Dates	April 2005 – May 2005
Organisation	RTBF, Liège
Position	Translator/interpreter – work experience
Tasks and responsibilities	Translating and interpreting for Belgium's national broadcaster for the French-speaking community

Education and training		
<i>Education</i>		
<i>Higher education</i>		
Name of educational institution	Degree	Dates
Katholieke Hogeschool Limburg [Limburg Catholic University of Applied Sciences]	BA in Office Management, Business Translation and Interpreting	2002 – 2005
<i>Basic Secondary education</i>		
Name of educational institution	Specialist subjects	Dates
Sint Paulus College [St Paul's Secondary School], Houthalen	Modern Languages – Science	2000 – 2002
Sint Paulus College, Houthalen	Modern Languages – Mathematics	1998 – 2000
Filip Neri Middenschool [Filip Neri Secondary School], Houthalen	Latin (1 yr), Greek/Latin (1 yr)	1996 – 1998
<i>Additional training and courses</i>		
Name of training establishment	Course	Dates
PCVO Hasselt [Hasselt Provincial Adult Education Centre]	Spanish	2008 - 2013
CTT Genk [Genk Adult Education Centre for Languages & Applied Trades & Crafts]	Italian	2002 – 2008
Centrum voor Afstandsonderwijs [Distance Education Centre]	Home study course – MS Excel 2016	September 2017 – October 2017
Centrum voor Afstandsonderwijs	Home study course – Nutrition Specialist	July 2019 – present