

Curriculum Vitae

Melinda Walraven

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Skills

I am a native English speaker from South Africa.

Ik verstaan nederlands goed en vertaal heel goed vanuit nederlands naar engels. Ik ben nog aan't leren om het goed te schrijven en praten.

Ek is ook vlot in Afrikaans.

I have a Diploma In Journalism.

I have excellent writing, reading and editing command of the English language.

I am well organised, hardworking and goal orientated.

CAT tools

I primarily use Linguee and Grammarly.

Experience

Freshplaza.com /Freelance Translator, Transcriber

April 2017 - present, Eindhoven THE NETHERLANDS

I do daily translations from Dutch into English.

I translate articles from Dutch to English for one of this company's sister websites (<http://www.agf.nl>), when it is required of me.

I also transcribe spoken interviews (in English) into articles, when needed.

I, occasionally, translate other items such as websites and forms from Dutch to English.

Contact: Sander Bruins Slot, sander@freshplaza.com

[The Language Lab](http://TheLanguageLab) /Freelance Translator

December 2017 - present, Eindhoven THE NETHERLANDS

I do weekly translations, when available, of up to 10 000 words (at present) from Dutch to English.

Contact: Mara Janssen, mara@languagelab.nl

Eindhovennews.com /Freelance Translator, Journalist, Copy Editor

January 2017 - present, Eindhoven THE NETHERLANDS

This is a volunteer position where:

I do weekly translations.

I edit translations.

I oversee the translation and news content for this online media source.

Contact: Irene Maartens, eindhovennews@gmail.com

Dr Michael Anderson / Office Manager

December 2008 - April 2016, Edenvale SOUTH AFRICA

I was responsible for:

- Booking appointments for patients
- Compiling invoices
- Liaising with Medical Aids
- Filing
- General office administration
- Buying and stocking of office supplies
- Booking accommodation and flights for Dr Anderson when he went out of town

South African Blood Transfusion Service / Medical Technician

November 2001 - October 2007, Pretoria SOUTH AFRICA

I did lab work pertaining to Blood Transfusion Technology.

Iniswa Promotions / Journalist

October 1997 - October 2001, Pretoria SOUTH AFRICA

I was responsible for:

- Writing articles
- Copy tasting
- Editing
- Translations (from Afrikaans to English)
- Basic graphic design

Education

Pretoria Technikon / Journalism

January 1994 - December 1996, Pretoria SOUTH AFRICA

Subjects included:

- English
- Afrikaans
- Broadcast Journalism
- Creative writing
- Photography
- Political Science
- German

Hillview Highschool / Matric

January 1986 - November 1990, Pretoria SOUTH AFRICA