

## *Curriculum Vitae*

### *Personal details*

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Name: Dominique Tereza Braakman  
Date of birth: 02.09.1989  
Place of birth: Groningen, the Netherlands  
Nationality: Dutch, Slovenian  
Address: Kozarišče 65, 1386 Stari trg – Lož  
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### *Employment*

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2018 May – Present

D – translations, marketing, tourism

Own company providing translations, marketing and tourism services, specifically Dutch and English as target language

Translations apply to the branches: tourism, marketing, product descriptions for skiing, surfing and skating, mechanical/technical, legal

2015 Jan. – 2018 Avg.

Seven Refractories d.o.o., Divaca, Slovenia

Marketing and Administration – advisor for marketing, taking care of events, fairs, congresses, brochures, updating social media, webpage administration, hotel and taxi bookings for customers, news writing, writing reports, general administration, daily communication with CFO and reporting, assistant in accounting and finance department, working in Navision, scanning and filling bookkeeping, preparing travel expense documents, translating of reports to English, administration of ISO

2017 Nov. – Present

Freelance translator at GetYourGuide Berlin, Germany

Translating tours from English to Dutch

2013 May – 2015 Dec.

Seven Refractories d.o.o., Divaca, Slovenia

General Administration – secretary work, assistant to accounting and finance department, translating of reports to English, ISO, organizational work

2010 Oct. – 2013 May.

Krajc hoteli d.o.o., Ljubljana, Slovenia

Reservation Coordinator – sales, e-mailing, administration, invoicing, competitor analysis, representative on national and international fairs, webpage support

2010 Jan. – 2010 Oct.

Krajc hoteli d.o.o., Ljubljana, Slovenia

Reception

2009 Aug.-Nov.

Embassy of the Kingdom of the Netherlands, Ljubljana, Slovenia

Assistant to the bilateral focus (business cooperation between Slovenia and the Netherlands)

2008 Jan.-Jul.

ISS Services, Groningen, the Netherlands

Cleaning

### *Education*

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2010-2012 IBS International Business School, Ljubljana, Slovenia, Bachelor of Science

2008-2009 TIO Utrecht, the Netherlands

Intermediate vocational level (Stewardess, Receptionist, Hostess)

2006-2008 IBS International Business School and Languages, Groningen, the Netherlands,  
Propaedeutic degree

2002-2006 Augustinus College, Groningen, the Netherlands

High school (Culture & Society)

### *Professional qualifications*

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Driving licence B (own transportation)  
Word, Excel, PowerPoint, Microsoft Publisher, Outlook  
Trados – XTM – Across  
Fidelio & SIHOT (hotel computer systems)  
Navision  
Translators licence Slovenian-Dutch

### *Strengths*

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Correct, multi tasking, working in a team as well as independent, fast learning

### *Languages*

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Dutch	Native
Slovenian	Active
English	excellent knowledge of speaking and writing
German	good knowledge of speaking and writing
Serbo-Croatian	sufficient knowledge of speaking and writing

### *Interests*

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Running, travelling, swimming, cycling

### *References*

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Letter of acknowledgement for translations by PSD  
Letter of acknowledgement by the Embassy of the Kingdom of the Netherlands  
Letter of recommendation by Sensor Industries