

Hans de Boer

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Professional Summary

Dedicated Dutch to English translator with years of experience working in professional, industrial and scientific communities. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and editing of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

Skills

Fluent in Dutch and English, including colloquialisms, business vocabulary, and scientific terminology. Experienced with several computer programs, including Microsoft Office, Ace Translator, and HTML. Extremely precise and dedicated. Comfortable with both verbal and written communication, including preparing and giving presentations.

Work Experience

Senior Translator – Departure Point Europe

2011-present

- Translate written and verbal communications between Dutch and English
- Serve as on-call translator for teleconferences as required.
- Mentor intern translators, including teaching internal professional development courses and reviewing final project materials.
- Train new hires on company-specific translation standards, including proper handling of proprietary material.
- Provide review and verification of translation work as required, including materials created by third-party translation services.

CI Products - Owner

2002-2019

- Created specifications for industrial products
- Worked with engineers to develop prototypes
- Created international supplier base
- Developed international customer base
- Built up sales team
- Facilitated new product development and sales to industrial clients

David S. Smith – General Manager Europe

1995-2001

- Extended the sales territory throughout Europe
- Developed new partnerships
- Managed sales teams, customer service, and financial department
- Responsible for operations in all categories

Education

- Institute for Automotive Management, Driebergen, 1974
- NIMA - Netherlands Institute for Marketing, 1977
- Advanced Financial Management for non-Financial Managers, 1979
- Xerox Institute – Sales Management, 1978

