



Profile

I am all about language! I am proficient in six languages. My work experience stretches from translation work to blogging to editing and writing academic papers.

I have an open personality which allows me to function well in many different work environments. I am a good listener who will do everything to satisfy the customer's needs. As a hard worker I don't mind working outside of regular working hours and walking the extra mile to get the job done.

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Work Experience

12-2017	Present	Fulltime Freelance Translator and Copywriter	Freelance	Casablanca/Fes
<p>Currently, I work as a full-time freelance translator and copywriter with various online translation platforms and language solution providers such as Appen Global, Gengo, Unbabel, Textmaster, Translate.com. My work includes mainly English, Dutch and Arabic in all combinations. Most of the work is of a general nature. My fields of expertise are the arts, culture, general science, politics, sports and travel.</p>				
12-2015	11-2017	Content Manager Dutch Goods Section	Groupon Maroc	Casablanca
<ul style="list-style-type: none">* QA-assessment and vetting of contracts for NL-Goods deals* Writing and editing BE-/NL-deals in Dutch* Translating BE- and NL-deals from EN/FR into Dutch* Outsourcing to and collaboration with external translation agency* Communication with internal department agents such as planners and sales reps.* Co-ordination with French editorial team on the bi-lingual BE goods deals* Providing frequent reports and updates to the editorial manager* Monitoring productivity and quality and submitting suggestions in order to improve overall quality, productivity and efficiency* Integration of new members to the Dutch editorial team* Sub-management of the Dutch editorial team under the supervision of the Editorial manager				
01-2014	11-2015	Allround Administrative Officer	Solid Windows BV	Zoeterwoude

All communication and administrative tasks for a small construction company. As well as the input-side of the accounting system (Exact Online).

04-2012	01-2013	Entrepreneur	FundaFlex Uitzendbureau	Leiden	Daily management of a small job agency specialized in construction.
05-2010	12-2010	Airport Information Employee	Schiphol Group	Schiphol	<ul style="list-style-type: none"> * Providing airport information in different languages * Conducting all related administrative tasks according to protocol * Ordering and coordinating all kinds of airport assistance to passengers
06-2008	01-2009	Analist / Correspondent	Het CAK	Den Haag / Rijswijk	<ul style="list-style-type: none"> * Handling of clients' correspondence via letter, phone and e-mail. * Analysis of incoming correspondence and providing suggestions for the improvement of the information process. * The assessment of clients' enquiries on the basis of existing government regulations on "eigen bijdrage" (own contribution) in relation to the 'Exceptional Medical Expenses Act' (AWBZ) and Social Support Act (WMO). * Maintaining correspondence with internal and external parties. * Correction of draft letters and other company texts. * Occasional integration of new employees.
09-2007	10-2007	Public Relations and Information Officer	Postbus 51	Den Haag	<p>Among others:</p> <ul style="list-style-type: none"> * Answering all incoming enquiries from the public, via telephone and e-mail. * Providing suggestions and solutions for the improvement of the information service system. * Handling of incoming orders of government information materials.
01-2001	12-2009	Freelance Translator	Freelance	International / Online	<p>The translation of different kinds of documents in AR-NL-ENG. Some examples being:</p> <ul style="list-style-type: none"> * The translation from Arabic into English of secret documents from the Royal Archives of Jordan for an English historian writing a biography on King Hussein of Jordan. * The translation from Dutch into Arabic of a draft plan for the institution of a center for higher education in Islamic Sciences at Leiden University. * Translation from Arabic into Dutch of parts of some well-known Islamic books. * Various documents in the fields of science and culture.
08-2000	08-2004	Call Center Agent / Enqueteur	Multiple	Multiple	Conducting various kinds of commercial and non-commercial surveys in different languages (Arabic, Dutch, English, German and French)

08-1994	06-1998	Senior General Secondary Education	HAVO	Behaald	Da Vinci College in Leiderdorp/Leiden
09-1998	06-2000	Higher Vocational Education	Technical Physics (Engineering Physics)	Propedeuse	TH Rijswijk in Rijswijk
09-2001	08-2002	University	Islamic Sciences	Deels	Islamic University Rotterdam in Rotterdam
09-2006	06-2007	University	Islamic Theology	Propedeuse	Leiden University in Leiden
09-2003	08-2015	University	Philosophy	Deels	Leiden University in Leiden

Activities

Some of my other activities include helping friends, relatives and others with all kinds of things, such as writing letters, filling out forms and interpreting. You could almost say I am a kind of informal social worker!

Hobby's

Besides language in general I have a great passion for philosophy. I'm also interested in religion and politics. I love reading and writing, mainly non-fiction.

As for the 'lighter' side of life, I am a big sports fan, especially NBA basketball and Formula 1 racing. I am also a regular visitor to the gym.

Additional info

Language skills:

- Native or near-native level of Dutch, Arabic (incl. Moroccan dialect) and English.
- Proficient in French and German.
- Intermediate level of Tamazight (Riffian) and many Arabic dialects (Egyptian, etc.)

Computer skills:

- Windows (fixing common issues as well)
- Office: Word, Excel, Power Point
- Accounting: Exact Online
- I am able to learn new software and systems fairly quickly

