

CURRICULUM VITAE

PERSONAL DETAILS

Name: Leonore D.E Haaijman, Dutch - English Legal Translator
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QUALIFICATIONS

United Kingdom

2002	Dutch to English Translator	DIPTRANS ENGLISH
2001	FP1, Financial Planning Certificate	THE CHARTERED INSURANCE INSTITUTE
1998	Welcome Host	SOUTHERN TOURIST BOARD

The Netherlands

1993	Receptionist Telephonist	LOI
1987	Senior General Secondary Education	HAVO/MBO
1985	Junior General Secondary Education	MAVO
1984	Typewriting	STATE CERTIFICATE

WORK EXPERIENCE

United Kingdom

- 1997 onwards Dutch - English Legal Translator, freelance

The majority of the work typically includes general terms and conditions, contracts, annual reports, websites, business correspondence and a wide variety of other legal, financial and commercial documentation. The work is performed in accordance with a few basic principles:

- Guaranteed delivery on the agreed date and time
- Immediate response to telephone, e-mail and fax (9am - 5pm GMT)
- Monthly invoicing at a fixed price of GBP 0.08 / EUR 0.10

SDL Trados is used as a CAT tool to guarantee the quality and consistency of all translations.

My objective is to translate assignments of returning end-users and to build and maintain a portfolio through the agencies. Recently, I started working with a number of agencies in the Netherlands in addition to my UK-based clientele. References are available on request.

- 1998 – 2002 Liverpool Victoria, Bournemouth
Customer services assistant, promoted to Team Manager
- 1997 – 1998 Winterbourne Hotel, Bournemouth
Chambermaid, promoted to Deputy Housekeeper

The Netherlands

- 1992 – 1997 Schoenenreus, Eindhoven
Sales assistant, promoted to Assistant Manager
- 1987 – 1991 De Boer Supermarkten, Heerhugowaard
Sales assistant, promoted to Head of Non-Food Department

PROFESSIONAL MEMBERSHIP

The Chartered Institute of Linguists, IoL

The IoL serves the interests of professional linguists throughout the world and acts as a respected language assessment and recognised awarding organisation delivering Ofqual (Office of Qualification and Examination Regulation) accredited qualifications. The Institute is also actively involved in language issues at both a national and an international level.

Founded in 1910, the Institute now has over 6,000 Fellows, Members and Associate Members. It aims to:

- serve the professional interests of its members
- provide nationally accredited and other professional qualifications and set standards for language practitioners
- be an authoritative voice promoting the learning and use of languages, and the professional status of language work
- advise on policy and strategy affecting languages.

American Translators Association, ATA

ATA, founded in 1959, is the largest professional association of translators and interpreters in the U.S. with over 11,000 members in more than 90 countries. ATA's primary goals include fostering and supporting the professional development of translators and interpreters and promoting the translation and interpreting professions.

PERSONAL INTERESTS

Reading, English language and culture, fitness