

Dutch – French - English Translation and Proofreading services

Marketing, General and Paralegal

To facilitate your written communication, I am working as a freelance translator from home, providing translation and proofreading services, adapted to your needs, in order to guarantee a consistent and fair communication.

Working with: **Lionbridge - Translated - AMZ Translate - TAIA - Transferendi - Upwork**
And: **Smartcat - Matecat - Memsources - Asana - Slack - Zoom**

LANGUAGES

- **Dutch** (mother tongue)
- **English** (2nd language in the Netherlands - English-speaking professional environment since 1985)
- **French** (in France since 1984)
- **German** (intermediate level)
- **Spanish** (basic level)

TRANSLATION and PROOFREADING SKILLS

MARKETING (Dutch, French, English)

- Translation and proofreading of private and professional websites and website articles, glossaries, guides, handbooks, market research reports, questionnaires;
- Translation and proofreading of descriptions of products listed on online marketplaces for professional sellers;
- Translation and proofreading of adverts, announcements, publicities, job offers.

GENERAL (Dutch, French, English)

- Translation and proofreading of company intranet, newsletters;
- Translation and proofreading of letters (private and company). &

LEGAL (French, English)

- Drafting, translation and proofreading of (international) Franchise and Sales agreements and legal documentation (English - French - English);
- Drafting, translation and proofreading of internal company procedures, T&C's, internal company communication and announcements (English, French);
- Drafting, translation and proofreading of general Paralegal documentation (English - French - English).

EDUCATION

Certificate LINGUASKILL Language Cambridge English (CECRL) - C level (2020)
Certificate BRIGHT Language Dutch (CECRL) - C level (2020)
Certificate BRIGHT Language French (CECRL) - C level (2020)
Certificate of Languages, Perpignan, France - English 16/20, Spanish 14/20, German 20/20 (1984)
Certificate Spanish, Barcelona, Spain –Beginner (1984)
Certificate English, University of Stuttgart, Germany - Advanced (1983)
Certificate German, Institut für Auslandsbeziehungen, Stuttgart, Germany - Advanced (1983)
Certificate French, Alliance Française, Brussels, Belgium - Advanced (1982)
Bachelor's degree Foreign Languages, Leiden, Netherlands (1981)

EXPERIENCE

Freelance Trilingual Translator and Proofreader

Creation of *Reverse Languages* (www.reverselanguages.com) (Mars 2020)

- Translation and proofreading of private and professional websites, web articles, (technical) user manuals, law documentation (T&C's, contracts), tourism guides, newsletters;
- Translation and proofreading of product descriptions listed on online platforms and marketplaces for professional sellers;
- Drafting, translation and proofreading of letters, documents and books (private, company and volunteer).

Legal Assistant International Franchise

Europcar International, Legal Department, Voisins le Bretonneux (78) (Paris region), France (2001-2018)

- Drafting, interpretation, translation and/or proofreading and quality control of International Franchise and Sales agreements, corresponding legal documentation, internal company procedures, handbooks, guides for international (franchisees) use (English - French and vice versa), in-house marketing and events translations, company intranet, newsletters, website articles (English, French, Dutch).

Manager Data Administration

Europcar International, Montigny le Bretonneux (78) (Paris area), France (1989-2000)

- Interpretation, translation and proofreading of company and marketing data (French, English, Dutch).

Head of Reception

*Hotel Sofitel 3*L, Montpellier (34), France (1985-1988)*

- Management of national - international customers (French, English, Dutch, German, Spanish).