




# CHRISTINE BAYS

## PROOF-READER

### CONTACT

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13001, Namibia

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or christine.dikdiktranslation@gmail.com

### PERSONAL DETAILS

Date of birth: 30 April 1973  
Place of birth: Moudon, VD  
Switzerland

Nationality: Swiss  
Passport number: X1309232

### LANGUAGES



French	Native language
English	Fluent in speech, reading, and writing
Italian	Fluent in speech. Advanced in reading, and writing
German	Intermediate in speech, reading, and writing
Afrikaans	Beginner in speech, reading, and writing

### PROFILE

Passionate about foreign languages, traveling, and facing new challenges, I left my home country to settle in Namibia in January 2004. In 2006, I found my own travel agency and after 14 years of full-time activity in the tourism sector, I decided to diversify my services and widen my circle of clients. My enthusiasm for foreign languages has pushed me towards developing a language section. My attention to detail and my experience working in different languages have immediately proved to be the keys to my work as a proof-reader. Self-taught in many areas, I have spent the last year training on various translating software and taking on proofreading mandates for some companies.

### WORK EXPERIENCE

#### Freelance proof-reader

JAN 2020 – present

*Biosynonyms, La Tour-de-Peilz, Switzerland*

- Proofreading: English > French (France or Switzerland\*)
- Localization: French (France <-> Switzerland\*)

*\*Swiss French is my native language*

In medicine and scientific domain:

- Patient-facing materials
- Product characteristics
- Clinical trial
- Regulatory documentation
- Protocols and brochures

#### Travel agency & Linguistic services management Founder and sole owner

NOV 2019 – present

*Dik Dik Adventure Tours, Swakopmund, Namibia*

- Creation of a language section, offering the following services:
  - Translations
  - Corrections
  - Localizations
  - Terminology management
  - Linguistic optimisation
- Continuation to conduct tourism activities on a part-time basis.

## CAT-TOOLS/ SOFTWARE



- SDL Trados
- Wordfast
- Adobe Acrobat
- Microsoft Excel
- Microsoft Word
- Microsoft Money
- PowerPoint

## ADDITIONAL COURSES/DIPLOMAS



### Introducing SDL Trados Studio 2021 Certificate

SEP 2020 (English)

ProZ: – online event

### Namibian First Aid Certificate

SEP 2020 (English)

ALL-SAFE, Swakopmund, Namibia

### Covid19 TAN/Fenata Certificate

SEP 2020 (English)

TAN/Fenata, Windhoek, Namibia

### National guide Level 4 Diploma

AUG 2017 (English)

Namibia Training Authority (NTA),  
Windhoek, Namibia

Namibian Guide multiple courses:

- **Geography**
- **Climatology**
- **Ecology**
- **Eco tourism**
- **Geology**
- **Astronomy**
- **Fauna**
- **Ornithology**
- **Current affairs**
- **Tourism general**

SEP 2004 – DEC 2005 (English)

Namibian Academy for Tourism  
& Hospitality (NATH), Windhoek,  
Namibia

### Digitizing, Grading, Constructing Certificate

JUL 2001 (German)

ASSYST-BULLMER SEMINAR, Munich,  
Germany

## WORK EXPERIENCE

### Travel agency & Tour operator management JUN 2006 – OCT 2019

#### Founder and sole owner

*Dik Dik Adventure Tours, Swakopmund, Namibia*

- Marketing, administration, and finance
- Booking & reservation (*Answering phone calls and emails in French, English, and Italian*)
- Tailor-made tour consultant, sales & invoice management
- Translation - Types of translated documents:
  - Brochures, catalogues, and notices
  - Marketing and advertising materials
  - Road-book and welcome letter
  - Terms & conditions agreements
  - Websites, blogs, newsletters, and social media
- Multilingual tour guide, translator-interpreter (*French, English, and Italian*)
- Conducting trekking and 4x4 expeditions in remote areas of Namibia
- Training and skills transfer
- Working experience with film crews. (*BBC, Silver Back Films, Off Springs Films*), Managing temporary camps and logistics in remote areas

### Guesthouse management and arranging tours APR 2005 – MAY 2006

#### Co-founder

*Casa dell'Ama Accommodation & Tours, Windhoek, Namibia*

- Caring for the well-being of guests
- Marketing, administration, and finance
- Booking & reservation (*Answering phone calls and emails in French, English, and Italian*)
- Tailor-made tour consultant, sales & invoice management
- Multilingual tour guide, translator-interpreter (*French, German, and Italian*). Conducting upmarket tours
- Conducting day tours e.g.: Windhoek City Tours, Walking trail, and Ornithology tours. (*French, German, and Italian*)

### Interior designer

MAY 2004 – MAR 2005

*Euro Novelties CC (Real Estate), Windhoek, Namibia*  
(English and German)

- Extensive mosaic work
- Indoor painting
- Furnishings of the guest house

### Technician, Patternmaker and Grader

JUL 2001 – DEC 2003

*AKRIS, Zürich, Switzerland (German and Italian)*

- Patternmaker and Grader on CAD/Assyst Computer System
- Initial cuts grading
- Provide information for the production
- Derivation of existing patterns for the collection

## SKILLS



- Languages
- Reading and comprehension
- Excellent writing
- Knowledge of my strengths
- Sound research
- Computing and CAT
- Self-employment
- Time management
- Problem-solving
- Attention to detail
- Professionally ethic
- Punctuality

## DRIVING LICENCE



Namibian code (BE) with Public Driving Permit

## REFERENCES



Dr. Virginie Thomas (Früh)  
Founder of Biosynonyms  
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Mr. Giorgio Michellini  
OPS Manager for the Italian market @ NTT, Namibia  
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Mr. Philippe Laporte  
Co-founder of Damarana Safari  
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Mr. Vincent Henry  
Co-founder of Omandatours.com  
Email: vincent@omandatours.com  
Mobile: + 264 (0) 81 124 19 05

## WORK EXPERIENCE

**Health worker on night duty** (Part-time) MAY 1997 – MAR 1998  
*Foyer du Midi, "HealthmaRk", Yverdon-Les-Bains, Switzerland (French)*

- Care taking of mentally ill and depressed patients during the night:
- Organising evening events, discussions, board games, and artistic activities with patients
  - Introducing alternative methods of well-being and relaxation
  - Ensure patients took their drugs before bed-time
  - Looking after patients
  - Set breakfast

**Building renovation and interior design** JUL 1991 – AUG 1995  
*René Bays Enterprise, Bressonnaz, Switzerland (French)*

- Various constructions
- Old building renovation
- Tiling / mosaic

## EDUCATION

**Certificate in Post-Graduate Studies** SEP 2000 – MAR 2001  
Technical Models, Styles and Collections (women/men)  
*Technical School for clothing, textile, and fashion, (STA), Lugano, Switzerland (Italian)*

**Federal Diploma of Vocational Education and Training** SEP 1998 – JUL 2000  
Clothing technology TS (women/men)  
*Technical School for clothing, textile, and fashion, (STA), Lugano, Switzerland (Italian)*

**Federal Diploma of Vocational Education and Training** AUG 1995 – JUN 1998  
Apprenticeship in Fashion Design (women)  
*Lausanne School of Fashion Design, Switzerland (French)*

**Federal Diploma of Vocational Education and Training** AUG 1988 – JUL 1991  
Apprenticeship as Maçon  
*René Bays Enterprise, Bressonnaz, Switzerland (French)*

**Certificate for the Final Secondary Optional Classes** AUG 1985 – JUN 1988  
*Primary and Secondary Schools of Moudon, Switzerland (French)*

**Primary School** AUG 1979 – JUN 1985  
*Primary and Secondary Schools of Moudon, Switzerland (French)*