

Hanneke Budianu
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Hanneke@Budianu.com
Bilingual in Dutch (NL) and English (UK, US)
CAT tools: MemoQ 9.6, XTM, Studio Trados '14, Subtitle Edit, Aegisub, Full Microsoft Office

BILINGUAL WORK EXPERIENCE

Self-employed at Budianu Translation (Nov 2020 - now):

I offer professional and high-quality translation services including translation, localisation, editing, proofreading, MTPE, subtitling and transcription for Dutch-English and English-Dutch with expertise in the fields of finance, banking, marketing, (e-)commerce, technical literature, legal affairs, psychology, (Christian) theology, entertainment and more. My work varies greatly. I work with all types of texts and audio including brochures, manuals, press releases, interviews, contracts, books, films, podcasts and music.

Translator for People International (Jan 2015 – Jan 2020):

Next to being a carer, I translated and edited newsletters for People International. This organisation cares for the spiritual well-being of persecuted Christians in Central Asia. The newsletters contained information for sponsors such as the latest local developments as well as an account of what their financial support had contributed to.

Self-employed at Budianu Translation (Jan 2014 – Aug 2016):

Budianu Translation offered professional and high-quality translation services for Dutch-English and English-Dutch with expertise in the fields of finance, banking, commerce and legal affairs. Clients were the Dutch Court of Justice, British Airways, New York's Park IP Translation Services, Global Textware, Ralph Lauren, People International and The National Trust (UK) among many others. Next to translating, editing and proofreading, I also worked as an experienced ghostwriter and qualified teacher of both English and Dutch.

European Claims Advisor - Lease & Loan American Insurance (Jul 2009 – May 2010):

My role involved effective claims handling for the client Dell Financial Services whenever equipment leased from Siemens, BNP Paribas or ING Lease was broken or stolen. This included thorough research, continuous communication with the underwriters ALLIANZ and GAIL, Dutch and British customers and - when applicable - the police and victims of crime.

Dutch Market Analyst - Thomson-Reuters (now Refinitiv) (Jun 2006 - May 2007):

I translated and paraphrased financial information of listed companies such as Philips NV, ING and ABN AMRO. My role included thorough market research and authoring financial reports. I also worked for the Luxembourg, Paris and Dubai stock exchanges.

Mystery Shopper - Visit Britain (2007):

Mystery shopper and service evaluator at British Airways and BMI.

EDUCATION

2013 / 2014: Certificate in Business Administration (Cert. Lvl. 2);
2013: Advanced TEFL for teaching business English and private tuition, endorsed by the University of Cambridge;
2012: TEFL: Teaching English as a Foreign Language, endorsed by the University of Cambridge;
2012: Certificate in Leadership and Management;

2009: IELTS: Academic International English Language Testing System, endorsed by the University of Bristol;
2008: Diploma in Counselling and Psychotherapy with the Open University, issued by the British Association for Counselling and Psychotherapy;
1998 – 2004: GCSE certificates (Guido de Brès, Rotterdam); English, Dutch, IT, Civics, Literature, Economics, Maths, Science, German and Religious Studies.

OTHER WORK EXPERIENCE

Carer (June 2020 – Oct 2020)

Domestic carer for a family member.

Personal Assistant at Advanced RBE (Jan 2019 – May 2020):

In addition to my role as carer I assisted my husband with his company Advanced Requirement Based Engineering. Next to document and communication support I created the company's LinkedIn page and arranged for its website and logo to be designed.

Maternity Leave (Aug 2012 - Jan 2014).

Private Banking Officer - National Westminster Bank (Dec 2010- Aug 2012):

I assisted private banking managers, mortgage advisers and financial planning managers with the portfolio management of high-net-worth customers. This also included administrative assistance, from booking appointments to arranging worldwide money transfers. At times I also lead team meetings and trained new members of staff.

Author and Cashier – Aldi (May 2010 – Nov 2011):

During this period my book 'Garment of Mourning' and its Dutch equivalent 'Gewaad van Rouw' were published. Both are available on www.Pumbo.nl and www.Amazon.com.
I also worked at Aldi part-time where it was my job to offer efficient and quick customer service under pressure.

Customer Service Representative - AXA Sun Life (Aug 2007 – Jul 2009):

Working in the pensions department, it was my duty to support portfolio coordinators who managed pensions for approximately 6,000 investors. My tasks included the processing of funds, queries, requests and complaints as well as the detection of fraud which meant I was in constant contact with colleagues, managers, customers and financial advisers.

OTHER SKILLS AND INTERESTS

- Regular use of Microsoft Office, Linux, Ubuntu, Internet, Email and social network sites;
- Accurate and quick typing skills;
- Excellent communication skills within multicultural settings;
- Keen to learn and highly self-motivated.