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Summary

I am a seasoned translator, working from French and English into my mother tongue Dutch (of the Netherlands). I am a flexible, fast-learning, result driven, service minded and client focused self starter with a passion for languages. My professional experience, accuracy, broad interests and interpersonal skills help me to deliver effective results and communication at all levels.

Professional experience

September 2005 – to date Freelance translator English/French into Dutch
As a freelance translator I translate texts from French and English into Dutch, I revise translations and I take care of localization.

Financial/economic translations:
Monthly and quarterly reports, investment prospectuses, press releases, web content etc. for e.g. Amundi, Banque de Luxembourg, M&G, Janus Henderson Investors, PGIM.

Business translations:
Brochures, internal communications, presentations, website content, press releases, newsletters, questionnaires, training courses, correspondence etc. for, amongst others, SPIE, DSM, Chubb, McKinsey, Rotterdam School of Management - Erasmus University, TNS-Nipo.

Legal translations:
Contracts of sale and employment, NDA's, user agreements, privacy statements, legal correspondence etc.

Fashion industry:
Web content, catalogues, training courses, handbooks, newsletters, press releases etc. for e.g. Chanel, Hermès, Gant, Next, Ted Baker.

Tourism:
Web content, newsletters, brochures etc. for companies like Booking.com, Etihad Airways, Logis de France, various French cities and regions, camp sites, bed & breakfasts etc.

Other activities:
Special Tribunal for Lebanon: Between 2018 and 2020, I worked here as a bilingual (French and English) administrative assistant for the Appeals Chamber, the Pre-Trial Chamber and the Office of the President. I provided administrative support to the legal officers and I was the personal assistant to three judges as well as to the President. This job was not directly related to translation, but I gained tremendous insight in the world of international institutions. Furthermore, I had the opportunity to further develop my language skills and to pass the United Nations Language Proficiency Exam for French.

Dutch National Police Force (KLPD): In 2008/2009 I worked here as an in-house translator for the International Criminal Tribunal for Rwanda.

Alarmcentre Eurocross: I led a large translation project which consisted of the revision of all the existing Dutch standard correspondence and the subsequent translation of these documents into English, French, Spanish, German and Italian. I set up a team of native speakers of the respective languages for the translation and revision and I acted as the focal point for the translation team and my client.

Hogeschool West Nederland: I organised and gave training courses on using translation software for their students.

Education & Training

2004 – 2006   **B. Communication Translator French** - ITV Hogeschool – Utrecht

1988 – 1994   **BBA International Business and Languages**
HEAO - Hogeschool Zeeland – Vlissingen

2014   Workshop **Financial translations** – Teamwork - Utrecht

2013   Workshop **Translating literature** – ITV Hogeschool – Utrecht

2012   **SDL Trados Studio**

2011   Workshop **Proofreading for translators** – Teamwork – Utrecht

2009   Workshop **Translation in the field of Civil Procedures** - DHB Office – Amsterdam

2007   Cognos Reportnet I and II

Languages

Dutch   Mother tongue
French   Full professional proficiency
English   Full professional proficiency
Spanish   Elementary proficiency
German   Elementary proficiency

In 2019, I took the United Nations Language Proficiency Exam for French. I passed with 84/100 points for the written part, and 99/100 points for the oral part.

Computer skills

I have excellent command of:

MS Office, in depth knowledge of working with databases in Excel
SharePoint
Translation software like Trados Studio 2017 and MemoQ
Dragon Naturally Speaking (speech recognition software)