

**DOMINIQUE ALEXANDRA SCHOTTEN**

C/ Metge Llopis, 27 - 3<sup>º</sup>  
07470 Puerto de Pollensa (Islas Baleares) - Spain  
+34 600792335 - Skype: dschotten  
e-mail: [dominiqueschotten@gmail.com](mailto:dominiqueschotten@gmail.com) - 15<sup>th</sup> April 1979

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**Translator and interpreter**

Passionate for languages and cultures. Adores facing new challenges. Organized, liable and disciplined. Translation is my childhood hobby turned into my profession and way of living.

**Work Experience**

Since 2004:

**Freelance translator**

[www.traductiolanguageservices.com](http://www.traductiolanguageservices.com)

Language combination:

- English, French (sworn translator according to Spanish Ministry of Foreign Affairs), Dutch, German, Catalan and Spanish.

Translations related to economic, legal and business documents for, among others, lawyers, attorney and administration offices and individual clients.

Translations of tourism brochures, fashion catalogues, marketing websites and general documents.

2011 - 2013:

**IVF Spain, S.L.** (International Fertility Clinic in Alicante - Spain)

[www.ivf-spain.com](http://www.ivf-spain.com)

**International Relations Manager**

Tasks and responsibilities:

- Medical translations, mainly medical reports but also contracts and economic and financial statements.
- International expansion, mainly Benelux, including market research for possible commercial information office;
- Coordination and team coaching;
- Coordination and organisation of events including congresses and medical/fertility fairs;
- Marketing & communication projects, budget control and direct communication with publicity agencies – designers;

- 2008 – 2010: **Terra Mítica, PTB, S.A.** (Theme park at the Costa Blanca - Spain)  
[www.terramiticapark.com](http://www.terramiticapark.com)  
**Events Manager**
- Tasks and responsibilities:
- Marketing, promotion and launching of the product “events”;
  - Coordination, organisation and planning of events e.g. business meetings, private parties, product presentations, sport events (Davis Cup 2009, Chloé perfume presentation, Calvin Klein team-building, etc.)
  - Translation of touristic leaflets and brochures.
- 2006 – 2010: **Terra Mítica, PTB, S.A.**  
**International Sales Manager**
- Tasks and responsibilities:
- Negotiation with international tour operators and travel agencies;
  - Planning and supervision of the yearly communication plan regarding international areas;
  - Budget controlling and management;
  - Team management;
  - Translation of touristic leaflets and brochures.
- 2005: **AEFJ (Spanish Association of Toy Manufacturers)**  
[www.aefj.es](http://www.aefj.es)  
**International Promotion**
- Tasks and responsibilities:
- Coordination, organisation and attendance to international toy fairs, expositions and direct and reverse trade missions;
  - Translation and writing of articles for the AEFJ toy magazine.
- 2001 – 2004: **Terra Mítica, PTB, S.A.:** Customer Service and Marketing  
2001: **Disneyland Resort Paris:** Public Relations

## **Education**

- 2003 – 2004: Master’s degree International Trade, IEI, University of Alicante  
1998– 2003: Bachelor's degree Translation and Interpreting, University of Alicante.
- Sworn translator for French, certificate of Spanish Ministry for Foreign Affairs.
  - Erasmus grant (2001 – 2002), University of Marne-la-Vallée (Paris).

## **Courses & training**

- 2013: General translation certificate Spanish-Dutch-Spanish, ITS, Salamanca  
2011: Community Manager, ESOC, Alicante.  
2011: Expertise in Communication, Marketing en Advertising, EUDE, Madrid

2007 – 2008:	<i>Curso de Aptitud Pedagógica</i> (CAP, equivalent to English PGCE), University of Alicante.
2007 – 2008:	Intensive course Chinese I & II, language and culture at the Institute of Eastern Languages, University of Alicante.
2005:	International Trade training, IVEX (Valencia).
2003:	Congress regarding business education “The South also exists, a vision to poor countries”, University of Alicante.
2000:	Congress regarding dubbing and subtitling presented by Xosé Castro, audio-visual translator University of Alicante.

## **Languages**

Spanish:	Native language
Dutch:	Native language
English:	Perfect command both written and spoken
French:	Perfect command both written and spoken
German:	Working knowledge
Catalan:	Working knowledge
Italian:	Basic knowledge
Chinese:	Basic knowledge

## **Personal skills and competences**

Social skills and competences:	Good communication skills, easy working, team-player;
Organisational skills and competences:	Responsible, dynamic, polyvalent and organized;
Computer skills:	Microsoft office, MAC Os, Internet, Trados, WordFast
Driving licence: B	
References available on request	

## **Interests & hobbies**

- Cooking, languages and travelling
- Hiking & trekking, horse-riding, skating and spinning