

## **Curriculum vitae**

Family name : De Jong  
First name : Elma  
Place and date of birth : Purmerend, Netherlands, 17-08-1959  
Nationality : Dutch  
Address :   
Telephone :   
E-mail :   
ProZ profile : <http://www.proz.com/profile/803570>  
(member since June 2009)

## **Translation:**

Language variant: Dutch-Netherlands

Language combinations: Spanish-Dutch  
English-Dutch  
French-Dutch  
German-Dutch

Standard tariff:	French – Dutch	€ 0,11-0,13 / US\$ 0.12-0.14 per word
	Spanish – Dutch	€ 0,11-0,13 / US\$ 0.12-0.14 per word
	English – Dutch	€ 0,11-0,13 / US\$ 0.12-0.14 per word
	German - Dutch	€ 0,11-0,13 / US\$ 0.12-0.14 per word

Proofreading: € 30,00 / US\$ 32.00 per hour

Minimum translation rate: € 30,00 / US\$ 32.00

(payable through bank transfer or PayPal; standard rates; word count based on source language, discounts available for long and regularly recurring projects; maximum rate applicable for urgent jobs and weekend jobs)

Capacity, words per day: app. 2.500 (depending on difficulty/subject)

## **Translating/interpreting/linguistic experience:**

More than 30 years as freelance translator, terminologist, interpreter.

Subjects: marketing, publicity, tourism, travel, legal, economical, technical, culture from Spanish, English, French and German into Dutch (Netherlands).

Main translation domains: marketing/advertising, tourism and travel, legal (GDPR and general).

Around 10 years as freelance interpreter, mostly English-Spanish/Spanish-English. Standard subjects: legal, medical, construction/building and general.

### **Tools/working method:**

PC Intel Core i7-8700 processor  
ADSL connection, 600 MB  
Windows 10  
Microsoft Office 2016 (Word, Excel, PowerPoint), MemoQ 10.4

### **Education:**

*Primary education:*  
Netherlands

Higher education:

- MAVO, Westerbork, Netherlands  
(Dutch, English, French, German, geography, history)  
1971-1975; certificate June 1975
- HAVO, Emmen, Netherlands  
(Dutch, English, French, German, geography, history)  
1975-1977; certificate June 1977
- Dutch State School for Translating and Interpreting for HBO  
(nowadays Translation Academy), Maastricht, Netherlands  
(Spanish, French, Dutch; specializations: law, politics and administration)  
1985-1989; graduation certificate June 1989 (degree: B.Tr.)
- Hogeschool Katholieke Leergangen Sittard, Netherlands  
(English MO-A, teaching English), language level C2  
1990-1991; propaedeutical certificate July 1991

*Courses:*

Public Relations NGPR-A, Netherlands; certificate February 1988  
Spanish for Advanced Miramar-Málaga, Spain; certificate March 1990 Teleservice Center  
Agent LSOP-Apeldoorn, Netherlands; certificate October 2000 Word 97/Windows 95-98  
Akofas IT Opleidingen, Netherlands; certificate May 2000 Callcenter Agent Teletrain Gouda,  
Netherlands; T-Bin certificate July 2003 Special Police Officer CITO, Netherlands; BOA  
certificate December 2004

### **General:**

After graduating in 1989, I've been working as a parttime terminological researcher for Euroterm, a translation and research agency for Eurodicautom (nowadays IATE), the EU terminology bank in Brussels, Belgium. During that same period I worked as freelance translator till I found work as secretary for two international organizations: the Maastricht School of Management (MSM) and UNU/Intech (United Nations University for New Technologies), both in Maastricht, the Netherlands. The working language was always English. During the last couple of years in the Netherlands, before emigrating to Spain, I worked for the Dutch police as a Customer Service Center Agent, assisting English, French, Spanish or German speakers with translating and interpreting. I live in Olvera (Cádiz) in Spain since March 17th, 2006. Apart from working as a freelance translator, I have been working here as a translator/interpreter/intermediary for mostly English and Dutch people who bought a house and need assistance with site management, applying for and/or translating official documentation, interpreting, etc.