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**Part-time freelance translator, proofreader and editor:**

**EXPERIENCE**

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**I. FREELANCE ACTIVITY**

- Since 03/02/2020: **Resumption of an activity of part-time freelance translator, proofreader and editor**

*Tasks:*

- Translation (NL → FR / EN → FR) of legal and general documents
- Proofreading of translations (NL → FR / EN → FR) made by other translators
- Proofreading of translations (NL → FR / EN → FR) made with the help of machine translation tools such as DeepL Translator or Google Translate ('post-editing')
- Edition of documents written in French

- 01/07/2005 - 01/07/2011: **Part-time freelance translator and proofreader**

*Tasks:*

- Translation (NL → FR / EN → FR) of legal and general documents
- Proofreading of translations (NL → FR / EN → FR) made by other translators

- 15/02/2005 - 01/07/2011: **Sworn translator and interpreter at the Court of First Instance of Nivelles (Belgium)**

*Tasks:*

- Sworn translation of official documents (NL → FR / EN → FR / FR → EN)
- Sworn interpretation of marriage ceremonies (FR → EN)

**II. SALARIED ACTIVITY**

14/05/2018 - 31/08/2020: **Administrative employee** - Secretariat of the 'Syndicat Neutre pour Indépendants' (neutral employers' union for freelancers) (Brussels, Belgium)

*Tasks:*

- Translation (NL → FR) of legal articles for the magazine
- Translation (NL → FR) of legal and general documents for colleagues or affiliates (NL → FR)
- Edition of legal articles written in French (for the magazine)
- Edition of legal and general documents written in French (for colleagues)
- Edition of French proofs for the magazine
- Letters writing in French and in Dutch (model letters)
- Various administrative tasks

15/07/2013 - 09-05-2018: **Administrative employee** - Hostarii (bailiffs office) (Uccle, Belgium)

*Tasks:*

- Translation (NL → FR) of contest rules
- Letters writing in French, Dutch and English (model letters)
- Various administrative tasks

19/11/2012 - 10/05/2013: **Administrative assistant** - Fischbein (Anderlecht, Belgium)

*Tasks:*

- Translation (EN → FR) of technical and general documents
- Edition of the French pages of the website
- Various administrative tasks

11/05/2012 - 31/10/2012: **Executive secretary** - Environmental Affairs & Energy Department of FEVIA (Belgian federation for food industry)(Brussels, Belgium)

*Tasks:*

- Translation (NL → FR) of general documents
- Various administrative tasks

28/03/2011 - 30/09/2011: **Multi-skilled office worker** - Iuris-Link (debt-collection agency) (Groot-Bijgaarden, Belgium)

*Tasks:*

- Various administrative tasks

17/01/2011 - 28/02/2011: **Translator** - Reliable Cancer Therapies (Strombeek-Bever, Belgium)

*Tasks:*

- Translation (EN → FR) of medical articles for the website
- Edition of the French pages of the website
- Edition of documents written in French
- Modification, edition and making up of French glossaries

20/08/2007 - 29/08/2008: **Translator** - Marketing & Communication Department of Euphony Benelux (Antwerp, Belgium)

*Tasks:*

- Translation (NL → FR / EN → FR) of advertising, legal and general documents
- Translation (NL → FR) of general articles for the magazine
- Edition of French proofs for the magazine
- Modification, edition and making up of French documents

01/06/2006 - 28/02/2007: **Secretary** - Social Department of Febeltex (Belgian Textile Federation) (Brussels, Belgium)

*Tasks:*

- Translation (NL → FR) of articles for the magazine and general documents
- Various administrative tasks

29/11/2005 - 17/03/2006: **Secretary** - Human Resources Department of World of TUI TravelCenter (Mechelen, Belgium)

*Tasks:*

- Translation (NL → FR / EN → FR) of general documents
- Various administrative tasks

30/05/2005 - 28/11/2005: **Translator and proofreader** - Translation Service of the ORBEM (the Brussels and regional employment office) (Brussels, Belgium)

*Tasks:*

- Translation (NL → FR) of job descriptions and economical documents
- Proofreading of translations (NL → FR) made by other translators

19/05/2005 - 20/05/2005: **Secretary** - Coberec (Belgian confederation for waste recovery) (Brussels, Belgium)

*Tasks:*

- Translation (NL → FR) of legal and general documents
- Various administrative tasks

01/12/2003 - 30/11/2004: **Finance Attaché** - Translation Service of the Federal Public Service Finance (Belgian Ministry of Finance)(Brussels, Belgium)

*Tasks:*

- Translation (NL → FR / EN → FR / FR → EN) of legal, economical and general documents
- Filling up of Trados Multiterm (translation memory)
- Various administrative tasks

06/01/2003 - 31/01/2003: **Translator** - Translation agency Apostrophe (Anderlecht, Belgium) – *Training period (before graduating)*

*Tasks:*

- Translation (NL → FR / EN → FR) of technical and advertising documents
- Various administrative tasks

01/07/2001 - 26/07/2001: **Receptionist** - Bank agency Fortis Banque (Ixelles, Belgium) – *Student job*

*Tasks:*

- Various administrative tasks

## **STUDIES**

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1998 - 2003: «**Licence en traduction multidisciplinaire, Section français-anglais-néerlandais**» (Master in multidisciplinary translation, French-English-Dutch optional group) - Institut Lucien Cooremans (HEFF) - Brussels, Belgium

1996 -1998: **1st year of a «Candidature en langues et littératures romanes» (Master in Roman languages and literatures)** - ULB - Ixelles, Belgium

1990 - 1996: **Secondary education, «Section Latin - Langues modernes» (optional courses: Latin and modern languages)** - Athénée Royal de Waterloo - Waterloo, Belgium

## **APTITUDES**

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### **Languages**

- French: Mother tongue (level: C2+)
- Dutch: Good knowledge (level: B2)
- English: Good knowledge (level: B1)
- Italian: Basic knowledge (level: A)
- Spanish: Basic knowledge (level: A)

### **IT**

- Good knowledge: Amadeus, Dosys 2, Word, Internet Explorer, Outlook and Outlook Express
- Basic knowledge: Excel, Access, Powerpoint, Macintosh and Indesign