

Tri-lingual translation and proofreading Marketing, Paralegal and General

Facilitating your written communication, I am working as a freelance translator from home.
I provide translation and proofreading services, adapted to your needs,
in order to guarantee you a consistent and fair communication.

TRANSLATION and PROOFREADING SKILLS

MARKETING (Dutch, French, English)

- Translation and Proofreading of descriptions of products listed on online marketplaces for professional sellers;
- Translation and Proofreading of glossaries, guides, handbooks, market research reports, questionnaires;
- Translation and Proofreading of adverts, announcements, publicities.

GENERAL (Dutch, French, English)

- Translation and Proofreading of company Intranet, newsletters, private and professional websites and website articles;
- Translation and Proofreading of letters (private and company) on different subjects

LEGAL (French, English)

- Drafting, Translation and Proofreading of (international) Franchise and Sales agreements (English - French - English);
- Drafting, Translation and Proofreading of legal documentation (English - French - English);
- Drafting, Translation and Proofreading of internal company procedures, T&C's, Internal company communication and announcements (English, French);
- Drafting, translation and proofreading of general Paralegal documentation (English - French - English).

LANGUAGES

- **Dutch** (mother tongue)
- **English** (2nd language in the Netherlands - English-speaking professional environment since 1985)
- **French** (in France since 1984)
- **German** (intermediate level)
- **Spanish** (basic level)

EDUCATION

Certificate LINGUASKILL Language Cambridge English (CECRL) - level C (2020)
Certificate BRIGHT Language Dutch (CECRL) - level C (2020)
Certificate BRIGHT Language French (CECRL) - level C (2020)
Certificate of Languages, Perpignan, France - English 16/20, Spanish 14/20, German 20/20 (1984)
Certificate Spanish, Barcelona, Spain – level Beginner (1984)
Certificate English, University of Stuttgart, Germany - level Advanced (1983)
Certificate German, Institut für Auslandsbeziehungen, Stuttgart, Germany - level Advanced (1983)
Certificate French, Alliance Française, Brussels, Belgium - level Advanced (1982)
Bachelor's degree Foreign Languages, Leiden, Netherlands (1981)

EXPERIENCE

Freelance Trilingual Translator and Proofreader

Reverse Languages (www.reverselanguages.com) (2020)

- Translation and Proofreading of product descriptions of products listed on online platforms and marketplaces for professional sellers;
- Translation and Proofreading of newsletters, website articles, private and professional websites (Dutch, French, English);
- Drafting, Translation and Proofreading of letters and documents (private, company and volunteer) on different subjects (Dutch, French, English);
- Book Proofreading (Dutch).

Legal Assistant International Franchise

Europcar International, Legal Department, Voisins le Bretonneux (78) (Paris region), France (2001-2018)

- Drafting, Interpretation, Translation and Proofreading of International Franchise and Sales agreements and corresponding legal documentation (English - French and vice versa);
- Drafting, Translation and Proofreading and Quality Control of internal company procedures, handbooks, guides for international (franchisees) use (English - French and vice versa);
- In-house marketing Translations (English, French, Dutch);
- Drafting, Translation and Proofreading of company Intranet, newsletters, website articles (English, French, Dutch).

Manager Data Administration

Europcar International, Montigny le Bretonneux (78) (Paris region), France (1989-2000)

- Interpretation, Translation and Proofreading of company data (French, English, Dutch).

Head of Reception

*Hotel Sofitel 3*L, Montpellier (34), France (1985-1988)*

- Management of national and international customers (French, English, Dutch, German, Spanish).