

Curriculum vitae

Personal information

Mariëlle van Leeuwen
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Professional experience

2 January 2013 - present: **Freelance translator English – Dutch and vice versa**
 Currently translating all products for a web shop in nail art and supplies.

27 June 2011 - 1 January 2013: **Project manager/translator** for the localisation department at Overtaal Language Services in Utrecht.
 Having full responsibility for picking up, handling, delivering, translating, editing, proofreading and delivering translations. Also promoting a good relationship with clients. Most eminent clients being Oracle and Lenovo.
 Experienced in Excel, Outlook, Word, Wordfast Pro, Trados, HyperHub and online translations.

1 December 2009 - 1 February 2011: **Office employee and translator** at Flexaresse in Utrecht
 Having full responsibility for processing enrolments for courses. Translating course material (about nonviolent communication) English into Dutch and vice versa. Providing information by Telephone or by email. Processing and creating certificates and attendance lists. Booking online reservations. Keeping track of expenses. Making invoices. Processing mail.
 Experienced in Excel, Outlook, Word etc.

13 November 2007 - 22 September 2009: **Receptionist/telephonist** at CSC in Bunnik,

5 February 2007 - May 2007: **Employee** for Regional Service Centre at the police force in Utrecht.

September 2000 - 31 December 2006: **Sales employee** at Firma Hooft cheese, wine and delicacies in Utrecht.

1999 - July 2000: **All-round Operator** at SNT/TTS in Utrecht.

1998 - 1999: **Catering employee**

Volunteer work

Company: Amara - Translating/creating subtitles for the deaf and hard of hearing
 Company Plan Nederland - Translating and editing diverse documents

Education

1989 Higher General Secondary Education
 1989/1992 Academy of arts, teacher training
 1992/1994 College for higher education, teacher training English.
 1996/1999 Intermediate vocational education for graphic design
 2009 /2012 ITV interpreters and translators college for higher education

Languages

Dutch native
English fluent
German average
French sufficient

Computer skills

Knowledge of MS Word, MS Excel, Outlook, SDL Trados Studio 2009, Wordfast Pro, HyperHub.

Additional information

- Date and place of birth: 14 November 1971 in Zoeterwoude the Netherlands
- Living together
- One son, age 18
- Meticulous
- Communicative
- Creative
- Quick learner