**CURRICULUM VITAE OF CHARLENE DE LANGE**

**Basic Information**

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| **SURNAME:** | DE LANGE |
| **FIRST NAMES:** | CHARLENE FRANSIS |
| **DATE OF BIRTH:** | 19/01/1994 |
| **COUNTRY OF RESIDENCE** | Southe Africa |
| **COUNTRY OF BIRTH** | Southe Africa |
| **EMAIL** | [CHARLENE.DELANGE@OUTLOOK.COM](mailto:CHARLENE.DELANGE@OUTLOOK.COM) |
| **SKYPE** | [CHARLENE.DELANGE@OUTLOOK.COM](mailto:CHARLENE.DELANGE@OUTLOOK.COM) |
| **WHATSAPP** | +27658567538 |
| **WHATSAPP ALTERNATIVE** | +27633313273 |
| **CONTACT NUMBER** | +27658567538 |
| **CONTACT NUMBER ALTERNATIVE** | +27633313273 |
| **AVAILABILITY** | 24/7 |
| **EDUCATION** | * Matric/Grade 12 * Complete-Virtual-Assistant-Certification-Virtual-Assistant-Certification-TypeWhizz * The-Ultimate-A-Z-Video-Captioning-Subtitling-Course-Video-Captioning-TypeWhizz * Transcription-101-Course-2021-Transcription-101-TypeWhizz * Occupational Health and Safety- Oxbridge Academy * Software development at CTU (didn’t complet due to covid finances) |
| **EXPERIENCE** | From 2016 (7 Years) |
| **DAILY CAPACITY** | 4000 – 8000 words per day at a rate in any format you prefer depending on the quality of the Source File |
| **PROZ LINK** | <http://www.proz.com/profile/2812141> |
| **SMARTCAT EMAIL** | [charlene.delange@outlook.com](mailto:charlene.delange@outlook.com) |

**Translation Pairs:**

|  |  |
| --- | --- |
| **Source** | **Target** |
| Afrikaans | English/ German/ Dutch |
| English | Afrikaans/ German/ Dutch |
| Dutch | Afrikaans/English |
| German | Afrikaans/English |

**CAT Tools**

• SmartCat

• SubtitleEdit

• MS OFFICE (Word, Excell, Outlook)

• Adobe Acrobat Pro DC

and more

**Specialized Field:**

I do not have a specific specialized field due to the fact that I work in various fields including the following :

• Tech/Engineering

• Art/Literary

• Medical

• Law

• Science

• Business/Financial

• Marketing

• Social Sciences

• Etc…

**Services & Rates**

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| --- | --- |
| **Service** | **Rate** |
| Translation: | 0.03 USD/SW |
| MT Port Editing: | 0,01 USD/SW |
| Edit/revision: | 0.02 USD/SW |
| QA: | 0,02 USD/SW |
| Proofreading | 0.02 USD/SW |
| MTPE: | 0,02 USD/SW |
| MTPE Rev: | 0,01 USD/SW |
| Hourly rate: | 15 USD/Hour |
| Transcription/ Subtitles (without SRT files/scripts): | 5 USD PER AUDIO/VIDIO MINUTE ONLY FROM ENG TO OTHER |
| Transcription/ Subtitles (with SRT files/scripts): | 3 USD PER AUDIO/VIDIO MINUTE ALL LANGUAGES |
| Minimum rate | I do my best to accommodate with Client Afford-ability, |

**The Most Recent Translations I did:**

**General**

* A Literature book - Afrikaans to English
* Various Legal Agreements – Afrikaans to English
* Wills - English to Afrikaans, Afrikaans – English, German to English
* Medical Reports - German to English
* Medical Certificates - German to English & Dutch - English
* Medical Prescriptions - German to English & Dutch - English
* Medical pamphlets - German to English & Dutch - English
* Travel Agency Website – German to English
* Medical Equipment Instructions - German to English, English to German & Dutch - English
* General Instructions- German to English & Dutch – English
* Summary of Product Characteristics (SmPC) – German to English, English to German & Dutch - English
* Protocols - German to English, English to German & Dutch - English
* Informed Consent Form (ICF) - German to English, English to German & Dutch - English
* Patient cards, patient diaries, patient recruitment, patient letters and other miscellaneous patient-facing documents - German to English & Dutch - English
* Investigator’s Brochure (IB) – German & Dutch - English
* Certificate of Analysis (CoA) - German to English & Dutch - English
* Clinical Trial Agreement (CTA) - German to English, English to German & Dutch - English
* Serious Adverse Event (SAE)/Suspected Unexpected Serious Adverse Reaction (SUSAR) form - German to English, English to German & Dutch - English
* Correspondence between regulatory authorities, Sponsors, researchers, etc. for recordkeeping purposes - German to English, English to German & Dutch - English
* Marriage Contract – Afrikaans to English Translation
* Website Content for Day Translations, English to Afrikaans Translation
* Translated 7 710 (about 110 000 words) hits from English to Dutch on One Forma for Mid Localize
* Subtitle translations from English to Afrikaans for 16 Episodes of 45 minutes each for Planet Tongue
* Amazon Revision from Dutch to German for Pollion
* Subtitles for Netflix – Season 5 of This is US – English to Afrikaans

**EXPERIENCE SPECIFICALLY RELATING TO THE MEDICAL AREA:**

Processing and Translation and Transcription of Underwriting, claims (all types), Servicing, Admin documents and many more... for Liberty

Ongoing as full time employee since 2016 - Hard to say exactly how many words but roughly 6 000 – 10 000 words per day/weekdays

ENG > AFR

AFR > ENG

Can provide the details of one of the advisors I assist daily if necessary.

Processing and Translation and Transcription of Pre-authorizations Applications, Medical History, Claims and many more...- for BestMed (Medical Aid) & Bonitas

Ongoing as full time employee since 2016 - Hard to say exactly how many words but roughly 6000 - 10000 words per day/weekdays

ENG > AFR AFR > ENG

*Can provide the details of one of the advisors I assist daily if necessary.*

Processing and Translation and Transcription of Claims, payments and authorizations for ZestLife (GapCover) Ongoing as full time employee since 2016 - Hard to say exactly how many words but roughly 6000 - 10000 words per day/weekdays

ENG > AFR AFR > ENG

*Can provide the details of one of the advisors I assist daily if necessary.*

Collaborated with various clients on multiple platforms for the following translations within the medical area for AFR, ENG, DE and NL in all combinations.

|  |  |
| --- | --- |
| Clinical reports | (+/- 200-300K Words) |
| Clinical reports | (+/- 200-300K Words) |
| Patient forms | (+/- 200-300K Words) |
| Prescription records | (+/- 200-300K Words) |
| Doctor’s notes | (+/- 200-300K Words) |
| Terms and conditions | (+/- 200-300K Words) |
| Coverage explanations | (+/- 200-300K Words) |
| Patient correspondence | (+/- 200-300K Words) |
| Therapy equipment | (+/- 200-300K Words) |
| Video Call transcriptions | (+/- 200-300K Words) |
| Patient education materials | (+/- 200-300K Words) |
| Patient information leaflets | (+/- 200-300K Words) |
| Regulatory submission documents | (+/- 200-300K Words) |
| Pharmaceutical patents | (+/- 200-300K Words) |
| Electronic health record (EHR) | (+/- 200-300K Words) |
| Patient management systems | (+/- 200-300K Words) |
| Handwritten Notes | (+/- 200-300K Words) |
| Operating instructions for diagnostic devices (like MRI, CT scan machines) | (+/- 200-300K Words) |
| Lab and test results | (+/- 200-300K Words) |
| Discharge summaries | (+/- 200-300K Words) |
| Treatment history | (+/- 200-300K Words) |
| Policy documents | (+/- 200-300K Words) |
| Claim forms | (+/- 200-300K Words) |
| Policyholder’s guide | (+/- 200-300K Words) |
| Surgical instruments | (+/- 200-300K Words) |
| Healthcare appliances | (+/- 200-300K Words) |
| Patient-doctor consultations | (+/- 200-300K Words) |
| Package inserts | (+/- 200-300K Words) |
| Clinical trial documents | (+/- 200-300K Words) |

**EXPERIENCE SPECIFICALLY RELATING TO THE GAMING AREA:**

Over the years I have worked for many different clients (G2A, Gothamlab, Epic Panda Games and many more) on various platforms (excell, One Forma, SmarCat to name a few) in all of my language pairs but due to signed NDA`s I am unable to give exact information. I have tried my best to provide as much information as I could without overstepping.

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| --- | --- |
| Action games | ( +/- 300 - 250 K Words) |
| Adventure games; | ( +/- 300 - 250 K Words) |
| Escape games | ( +/- 300 - 250 K Words) |
| First person shooter games | ( +/- 300 - 250 K Words) |
| Third person shooter games | ( +/- 300 - 250 K Words) |
| Massively multiplayer online games | ( +/- 300 - 250 K Words) |
| Platformer games | ( +/- 300 - 250 K Words) |
| Role-playing video games | ( +/- 300 - 250 K Words) |
| Sports games | ( +/- 300 - 250 K Words) |
| Alternate reality games | ( +/- 300 - 250 K Words) |
| more... | |