

Curriculum Vitae

Personal details

Name: Laurence Bovy
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Professional experience

- **Freelance translator/Owner**
Bovy Vertalingen
August 2012 – current
Job description:
 - Translating texts FR>NL and EN>NL
- **Office manager/ Translator**
Taalbureau Lingua et Litterae
August 2012 – current
Job description:
 - Customer service
 - Project management
 - Proofreading translations
 - Translating texts FR>NL and EN>NL
- **Translator/ Proofreader (internship)**
Skillslab – Vertaalbureau Zuyd
April 2012 – June 2012
Job description:
 - Translating texts FR<>NL and EN>NL
 - Proofreading translations FR<>NL and EN>NL

- **Translator (internship)**
SDL International
 February 2012 – April 2012
 Job description:
 - Translating texts FR>NL and EN>NL
 - Post-editing machine translations EN>NL
- **Product review writer**
Q5 Grafish Webdesign
 June 2011 – November 2011
 Job description:
 - Writing product reviews about domestic appliances for the website www.megakeuze.nl
- **Translator (internship)**
Van de Loo & Associates
 September 2010 – January 2011
 Job description:
 - Translating texts FR>NL and EN>NL
 - Proofreading translations
- **Translator/Proofreader**
Talencentrum Universiteit Maastricht
 June 2010 – Augustus 2010
 Job description:
 - Translating texts EN<>NL
 - Proofreading translations
 - Aligning translations

Education

- **Maastricht School of Translation and Interpretation**
 2008 – 2012
 International Business and Communication
 Hogeschool Zuyd
 Brusselseweg 150
 6217 HB Maastricht
 The Netherlands
 Languages: French, English
 Minor: Translation
 Field: Technical
- **Porta Mosana College VWO (pre-university education)**
 2002 – 2008
 6228 XW Maastricht
 The Netherlands

Skills

- Linguistic skills:

Language	Reading	Listening	Writing	Communicating
Dutch (native language)	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Advanced	Excellent
French	Excellent	Excellent	Advanced	Advanced
German	Advanced	Excellent	Basic	Average

- CAT-Tools:
 - SDL Trados 2007
 - SDL Trados Studio 2009/2011
 - Wordfast Pro
 - Déjà Vu
- Other software:
 - Adobe Photoshop CS5
 - Microsoft Office Word 2007
 - Microsoft Office Publisher 2007
 - Microsoft Office PowerPoint 2007