# C:\Users\Clymans\Pictures\Martine\Martine 50\Martine 2002 verjaardag 50 tris.jpg

# TRADUMAR

# Martine Van den Bergh

# Oosterveldlaan 2442610 Wilrijk

tel.: 03/449.77.57
GSM: 0495/30.1540martinevandenbergh@yahoo.com
tradumar@telenet.be

# Experience

# Tradumar

# February 2010- Actual

***Freelance Translator – Owner (independent)***

Translations from English, German and French to Dutch

Translations from Dutch to French
Specialised in medical and automotive and life style translations

Administrative support

# Favor Lease (Alcopa Group)

# October 2012- February 2014

#### Fleet Sales and Marketing Assistant (temporary)

Customer care, follow up leasing contracts and billing, support account management, follow up sales and marketing campaigns, incentives.
Translation of internal documents.

# Antwerp Port Authority May 2010- September 2012

#### Management Assistant

Secretary to the Chief Commercial Officer (Marketing, promotion and customer relations).

Travel management. Translations (maritime).

#### Secretary at Maritieme Kring Antwerpen

Secretary of the Maritime Friends Association in Antwerp.

#### Secretary at Port of Antwerp (ad interim)

Secretary/assistant (temporary) at the Port of Antwerp, electricity engineering department.

### Acertys Group (Vandeputte Group / medical devices)*February – May 2010*

#### Translator (ad Interim)

Translation of medical brochures and websites.

### Senior-Assist S.A. (Belgian Holding in Care for the elderly)*April – November 2009*

#### Personal Assistant (temporary assignment)

Personal Assistant to the CEO. Translation of medical documents and documents for the Board of Directors. Travel management.

BMW Group Belux
*January 1974- November 2008*

#### Assistant Manager /Product Specialist/BMW Driving Experience (8 years)

Coordination and organization of the BMW Driving Experience,

Correspondence and HR administration,

Customer contact and assistance. Product specialist.

#### Co-founder and organizer of the BMW Driving Experience in Belgium (10 years)

Founding and starting up of the BMW Driving Experience in Belgium.

Organization and logistics of the trainings.

Customer contacts.

#### Assistant Training Manager (7 years)

Organization and logistics of the educational programs at BMW Group Belux: technical, commercial, IT and Management programs.

Translation of the training documents.
Organization of events.

Assistant to the General Training Manager.

#### Distribution Manager (6,5 years)

Member of International Market analysis team.

Organization and planning of sales and production of BMW vehicles for Belgium.

Reporting and analysis of sales results.

Translations of the sales documents.

Coaching of a team of 5 persons.

#### Assistant Commercial Director at BMW Group Belux (7 years)

Market analysis.
Organization and planning of sales and production of BMW vehicles for Belgium.

Member of BMW International Market analysis Team.

Translation of the sales documents.

#### Member of the Distribution team (6 years)

Organization and planning of sales and production of BMW vehicles for Belgium.

Reporting and analysis of sales results.

### Janssen Pharmaceutica N.V. (Johnson & Johnson Group)

*August 1972 - January 1974*

#### Executive Assistant

Export Basic medical products to German speaking countries

Reporting to the Federal Agency for Medicine, Drugs and Healthcare.

Translations of the Belgian Medicine and Drugs Committee Reports.

## Competences and expertise

Word, Excel, SAP (beginner), PowerPoint, Outlook 2013

Shipping

Sales Management and support

Budgets

Specialist in Medical and Automotive and Life style translations

## Languages

**Dutch** (Native or bilingual proficiency)

**French** (Native or bilingual proficiency)

**English** (Professional working proficiency)

**German** (Professional working proficiency)

**Italian** (Elementary proficiency)

## Education

### Cevora

Copywriting, 2015

### Cevora

Emotional Intelligence, 2015

### Centre of Excellence

Assessor, 1993 – 1993.
Selection of new colleagues and salesmen.

### Karel de Grote' Hogeschool Antwerpen

Bachelor, Office Management and Languages, 1970 - 1972

### Università di Bologna

Summer classes, Italian 1970

### Institut Libre Marie Haps

Bachelor, Translator (French) English/Italian, 1969 – 1970

## Hobbies

Opera, classic music, decoration, animals, gastronomy with fine friends, car driving, and reading.

## Recommendations

"Martine has proven to be an extreme experienced and professional colleague (ad interim). The translation-job she did was perfect in time and done very good. But Martine did more than that for this job and our company. Also very nice to work with Martine."

**— Harold Meeuwsen**, Marketing Manager Acertys

Martine has largely contributed in preparing and organizing the first negotiations between the Antwerp Museums, the Antwerp Port Authority and the Indian Authorities in order to organize the ‘Flemish Masterpieces from Antwerp’ exhibition in Mumbai (India) in 2014.

**— Dr.Paul Huvenne,** director Royal Museum of Fine Arts in Antwerp

## References

**Pierre de Cannière**, Training Manager for the BMW Training Cluster Belgium, the Netherlands, Luxemburg and France, pierre.de-canniere@bmw.be

**Philippe Dehennin**, CEO BMW Group Switzerland, philippe.dehennin@bmw.ch

**Harold Meeuwsen**, Senior Implementation manager, Noordhoff Uitgevers BV, hme525@msn.com

## Personal details

Born 2/4/1952

Married without children.