

## Martine Van den Bergh TRADUMAR

## Oosterveldlaan 244

## B-2610 Wilrijk (Antwerp) Belgium

tel.: +32 (0)3/449 77 57

Mobile : +32 (0)495/30 15 40

martinevandenbergh@telenet.be tradumar@telenet.be

***Experience***

# *Tradumar*

*2013 - Actual*

***Freelance Translator – Administrative Support - Owner (independent)***

* + - Translations from English, German and French into Dutch Translations from Dutch into French
		- Specialized in lifestyle, medical, automotive, food and beverage and jewelry/watches translations
		- Freelance translator at Vandeputte Medical (medical devices, surgery etc.)
		- Administrative support to # companies
		- Manager Airbnb (Antwerp & Knokke)

# *Vandeputte Medical*

*2010- Actual*

***Freelance Translator medical brochures, websites etc.***

# *Het Coachingatelier*

*2014-2017*

***Freelance support for organizing information sessions for job coaching, translations, administrative support.***

# *Favor Lease (Alcopa Group)*

*2012- 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. Translating of internal documents.

# *Antwerp Port Authority*

*2010- 2012*

## Personal Assistant

* + - PA to the Chief Commercial Officer (CCO, Marketing, promotion and customer relations).
		- Travel management. Translating (maritime).
		- Secretary of the Maritime Friends Association in Antwerp.

## Secretary at Port of Antwerp (ad interim)

* + - Secretary/assistant (temporary) at the Port of Antwerp, electric engineering department.

# *Acertys Group (Vandeputte Group / medical devices)*

*2010-2010*

## Translator (freelance)

* + - Translating of medical brochures and websites.

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

*2009-2010*

## Personal Assistant (temporary assignment)

* + - PA to the CEO.
		- Translating of medical documents and documents for the Board of Directors.
		- Travel management and Office Manager.

# *BMW Group Belux*

*1974- 2008 (34 years)*

***Assistant Manager /Product Genius/BMW Driver Training*** *(8 years)*

* + - Coordination and organizing of the BMW Driver Training,
		- Office Manager and HR administration,
		- Customer contact and assistance. Product genius.

## Co-founder and organizer of the BMW Driver Training in Belgium (10 years)

* + - Founding and starting up of the BMW Driver training in Belgium.
		- Office Manager,
		- Organizing and logistics of the training/events on circuits.
		- Customer contacts.

***Assistant Training Manager*** *(7 years)*

* + - Organizing and logistics of the educational programs at BMW Belux: technical, commercial, IT and Management programs.
		- Translating of training documents.
		- Organizing of trainings & events.

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

* + - Member of International Market analysis team.
		- Organizing and planning of sales and production of BMW vehicles for Belgium.
		- Reporting and analysis of sales results.
		- Translating of sales documents.
		- Coach of a team of 5 persons.

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

* + - Market analysis.
		- Office Manager.
		- Organizing and planning of sales and production of BMW vehicles for Belgium.
		- Member of BMW International Market Analysis Team.
		- Translating of sales documents.

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

* + - Organizing and planning of sales and production of BMW vehicles for Belgium.
		- Reporting and analysis of sales results.

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

*1972 - 1974*

## Executive Assistant to CCO

* + - Export Basic products to German speaking countries.
		- Reporting to the Federal Agency for Medicine, Drugs and Healthcare.
		- Translation of the Belgian Medicine and Drugs Committee Reports.

# *Competences and expertise*

* Word, Excel, PowerPoint, Outlook 2016, Windows 10
* Translator’s software: MemoQ, Memsource, Smartling, Sfera Studio, Tstream Editor, SDL Trados Studio
* International shipping
* Sales Management, Budget and forecasting support
* Specialist in translating texts/websites of medical and automotive, lifestyle and luxury products

# *Languages*

* **Dutch** (Native or bilingual proficiency)
* **French** (Native or bilingual proficiency)
* **English** (Professional working proficiency)
* **German** (Professional working proficiency)
* **Italian** (Elementary proficiency)

# *Education*

**Bachelor, Business Management and Languages**, 1970 – 1972

# Karel de Grote' Hogeschool Antwerpen, Belgium

**Summer classes, Italian 1970**

# Università di Bologna, Italy

**Master, Translator French 🡪 English/Italian**, 1969 – 1970

# Institut Libre Marie Haps, Brussels (University of Leuven), Belgium

**Copywriting**, 2015

# Cevora, Belgium

**Emotional Intelligence**, 2015

# Cevora, Belgium

**Assessor,** 1993 – 1993

# Selection of new professional salesmen

**Basic and professional program BMW Driver’s Experience**

# Defensive and secure driving

# *Hobbies*

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

# *Recommendations*

**Harold Meeuwsen**, Marketing Manager Acertys

"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."

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

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

**Eric De Schepper,** owner De Schepper BMW-dealership

 Martine has the drive, the loyalty and the perseverance which you only can find in Chinese warriors.