# Curriculum Vitae

# Personal Data

Surname: **Muller**

First Name: **Menke**

Address: Celní 5 byt 6, 639 00 Brno, Czech Republic

Mobile Phone: **+420 776 740 303**

Date and Place of Birth: March 28, 1986, in Assen, Netherlands

Nationality: Dutch

# Education

|  |  |
| --- | --- |
| 2010-2012 | Master *General Linguistics*, University of Groningen;  Thesis: *Pauses as a Boundary Cue in Language and Music*. |
| 2005-2011 | Bachelor *Romance Languages and Cultures*, University of Groningen (main language: Spanish, second language: Portuguese);  Thesis: *Coordination vs subordination: syntax or semantics? Language as a reflection of human culture and nature*. |
| 2004 | Language course Spanish in Salamanca, Spain for nine weeks. |
| 1998-2004 | High School (*Dutch*: vwo), Roelof van Echten College in Hoogeveen. Profile (focus): Nature & Technical Science, with French and Philosophy as additional subjects. |

**Work Experience**

|  |  |
| --- | --- |
| 2013-2017 | **Translation Team Leader** at Apprise Software  Expanded the team from 4 to 7 languages. Formalized the team’s work, introducing more standards and ways of sharing knowledge. Expanded the team’s tasks with tutorials recording project. Led the process for German accounting certification. Continued work as a Dutch translator. |
| 2012-2013 | **Translation Specialist** at Apprise Software  Translation of ERP software for consumer goods distributors and importers (EN > NL). Translation of marketing material (EN > NL). Translation of company's web site (EN > NL, ES). |
| 2012 | **Internship** at University of Groningen, as part of a committee that organised TABU-Dag 2012 (a linguistics congress); focus of internship was the organisation of a symposium within the congress, with the theme *Music and Language: Similarities and Differences*. |
| 2011 | **Internship** at City Bond Groningen-San Carlos, doing a stock-taking and research into the possibilities of a fair trade project; focus of stock-taking was on materials at use in the region and handicrafts known in the region. |
| 2006-2008 | Several periods of time, working as a **tutor/teacher** of Spanish to groups of 1 to 12 people. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | |  | **Tools** |
|  | |  |  |
| Dutch | Native |  | Déjà vu ([www.atril.com](http://www.atril.com)) (CAT tool) |
| English | C1 |  | Microsoft Office programs |
| Spanish | C1 |  | * Word |
| German | B1/B2 |  | * Excel |
| Danish | B1/B2 |  | * PowerPoint |
| Czech | B1 |  | * Visio |
| French | A2/B1 |  | Adobe InDesign |
| Italian | A2/B1 |  |  |
| Portuguese | A2/B1 |  |  |