



Fiona Moors – van den Broek

Work experience

January 2013–present

Aphion Translation Services

Translator/Subtitle Specialist English-Dutch/Dutch-English • Owner •

I mainly translate tourist, technical, marketing and general texts. Furthermore, I have translated (technical) literature/study books and texts on space and telescopes. I also do revision, transcription and postediting.

Furthermore, I subtitle various TV shows, movies and documentaries.

Some of my customers are SDL Netherlands, ZOO Digital Production LLC (USA), ElaN Languages (Belgium), HRS (Germany), Buchel BV, Tolkenbureau Arnhem, Tolq, IsaTranslations, etc.

July 2002–December 2019

Buchel BV

Office Manager/Inhouse Sales

As Office Manager, I was responsible for the Sales and Administration Departments. I enjoyed working in the informal setting of a small company. My work consisted out of processing incoming customer orders worldwide in our computer system, placing purchase orders at global suppliers, after sales and customer service, maintaining close contact with our international representatives, working closely together with the Production Department in order to reach monthly goals and KPI's, translating technical manuals and marketing texts for our website from English to Dutch and vice versa, invoicing customer orders, repairs and outside service visits, answering phone calls, shipping and supporting the General Manager and any other colleague that needed assistance.

February 2001–July 2001

Wittenboer Language Consultancy

Inhouse Translator (internship Manchester, UK)

My work consisted out of translating technical, general and technical/legal texts from English to Dutch and vice versa, revision and general administrative tasks. I also assisted during English language lessons given to students at university with a different mother tongue.



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Education

Hogeschool Zuyd (HBO), Maastricht

- Interpreter/Translator Studies 1998-2002
- Mother tongue: Dutch
- Foreign languages: English and Russian
- Specialization: Technical

Additional subjects: IT, Presentation Techniques, Interpreting and Subtitling

I successfully completed my studies within a four year period, of which 6 months were spent in Manchester, UK, as an inhouse translator at Wittenboer Language Consultancy.

Rembrandt College (VWO), Veenendaal

- 1992-1998

Subjects: Dutch, English, German, French, General Economics, History and Biology

Languages

- Dutch (native)
- English (fluent)
- German (average)
- French (spoken: less than average/written: average)

Skills

- DeJaVu translation software
- Windows 7
- MS Office 2010
- ERP software Infor Syteline
- Internet Explorer
- MS Outlook

Hobbies

- Reading
 - Watching films and TV series
 - Computer gaming
 - Travelling
 - Making puzzles
 - Being creative (making glass jewelry, drawing, crocheting, bullet journaling etc)
 - Art
 - Cooking
 - Wine
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