

Curriculum Vitae: Colin Middleton MBA

Personalia

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|---------------------|----------------------------------|
| • Burgerlijke staat | Gehuwd |
| • Nationaliteit | Brits |
| • Geboorteplaats | Manchester |
| • Woonplaats | Almelo |
| • E-mail adres | cmiddleton@cmtranslations.nl |
| • Mobiel | 0624-295-544 |
| • Sport/Hobby's | Golf, Snooker, Manchester United |



Talen

Engels	Moedertaal
Nederlands	Vloeiend

Samenvatting (vertaal relevante) Werkervaring

CM Translations vof (2002-heden)

- Vertalingen tussen Nederlands, Engels, Duits, Frans, Spaans en Zweeds talen door "native speaking" vertalers.
- Directe klanten voornamelijk binnen industrie en de automatiseringsbranche. Freelance werk voor vertaalbureaus in Nederland, België, VK, Luxembourg, Italië en Frankrijk. Zie overzicht van uitgevoerd werk.

CM Consultancy (2002-2013)

- ICT freelance consultancy opdrachten binnen industrie, verzekeringsbranche, zorg, enz. Vanuit een achtergrond in ICT ontwikkeling, binnen productie & logistiek bedrijven, doorgroeid naar ICT-, interim-, programma- en projectmanagement. Ruime ervaring in het ontwerp, ontwikkeling en implementatie van ERP (Enterprise Resource Planning) pakketten en het uitvoeren Business Intelligence (BI) projecten. Kennis en ervaring van ITIL, BSL. PRINCE2 gecertificeerd. Recente opdrachten:
 - Rialto/Waarborgfonds verzekering (2005-2006)
 - GGD Midden Nederland (Gezondheids organisatie) (2005-2006)
 - Centraal Beheer Achmea verzekering (2008-2009)
 - Koninklijke Auping (Bedden fabrikant) (2010-2013)
- ⇒ Schrijven van voorstellen, contract onderhandelingen en documentatie.

Vanenburg Business Systems - ICT Consultancy (2000-2002) European Service Programs Mgr.

- ERP Programma Management. Coördinatie en advies aangaande de wijze van project management en implementatie rondom ERP systemen.
- ⇒ Vertalen en schrijven van project documentatie, administratieve procedures, voorstellen enz.

Vanenburg Business Innovation - ICT Consultancy (1998-2000)**Baan Competence Solution Program Mgr.**

- Verantwoordelijk voor de ontwikkeling en promotie van een (ITIL) beheer methodiek in relatie tot Baan ERP. Advisering van IBM Denemarken, Barco (Belgie) over het inrichten van een Competence Centre.
- ⇒ Vertalen en schrijven van ICT business voorstellen, product en service documentatie, handleidingen, procedures en specificaties.

Burns Philp Europe –Voedingindustrie (1994-1998)**European ICT Manager**

- Verantwoordelijk voor alle aspecten van ICT management, w.o. strategische planning, Europees implementatie van een ERP systeem, opzetten van een Europese ICT organisatie en technische infrastructuur, adviseren aan management over ICT en business veranderingen.
- ⇒ Schrijven van Powerpoint business presentaties, business voorstellen, software & hardware contracten, enz

Hartman Groep – Kunststof tuinmeubelen (1987-1993)**Hoofd Informatie & Automatisering**

- Totaal verantwoordelijkheid voor ICT activiteiten binnen Hartman. Ontwikkelen en implementatie van een ERP systeem, ICT strategie en planning, begeleiden van organisatie veranderingsprocessen, plannen en invoering van een Europees technische infrastructuur. Invoering van werkplekautomatisering.
- ⇒ Schrijven van Powerpoint business presentaties, business voorstellen, software & hardware contracten, enz

Texas Instruments (1976-1987)**Information Systems & Services Manager**

- Managen van alle aspecten van informatievoorzieningen voor T.I. in Nederland. Inclusief business management ondersteuning en technische infrastructuur.
- ⇒ Schrijven van system specificaties, business voorstellen, project plannen enz.

Opleidingen & Trainingen

Opleiding

- M.B.A., Henley Management College (Brunel University, UK), Nederland, april 1997
- B.Sc. Zuivere Wiskunde & Computer Science, University of Sheffield, UK, juni 1972

Diverse trainingen

- Prince2 (Gecertificeerd)
- Project Management Professional
- James Martin Business Planning and Analyses
- Toegepaste bestuurskunde
- Oliver Wight MRP-II Business Excellence
- Total Quality Management

Tools

- Zeventien jaar ervaring met het gebruik van Deja Vu (Vertaaltool).

Translation documenten en projecten

(Het volgende is een klein selectie van de vertaalopdrachten die door mij zelf zijn uitgevoerd)

Technical

- Remote on-line translation of a database containing technical product descriptions.
- Analysis of CE Marking legitimacy for a band-saw machine.
- Allerlei bouw documenten voor een architectenbureau voor nieuwbouw en renovatie projecten bij Makro en Office Center.
- Large sales manual for valves, hoses, air-conditioning, heating etc.
- Technical, sales and organisational documents for a warehouse storage system manufacturer.
- Quotation and specifications from a roofing company.
- Quotation for the manufacture and assembly of a rotation gripper.
- Government Decision: CFK leakage tightness of refrigeration units.
- Execution of an F.M.E.A. analysis.
- Technical marketing documentation for a composite road surfacing material.
- Handbook for a Universal Bulk Tipper Lorry.
- Letter: Waste recycling.
- National Assessment Directive: LD Steel Slag for use in road building & civil engineering projects.
- Minutes of contract negotiations (16x) between the Dutch railways & an Italian supplier.
- PPT presentation and text: Combined Heat & Power Generation.
- Project Proposition: Traffic speed safety systems for the Heinenoordtunnel.
- (Safety) Procedures & Standards:
 - ⇒ Drawing up of a risk assessment for validations.
 - ⇒ Tropical & Desert versions of UPS systems.
 - ⇒ Automatic Railway Journey Registration.
 - ⇒ Railway Passenger Boarding Doors.
 - ⇒ Induction couplings and integrated machines.
- TNO report: Fire scenarios for passenger trains in the tunnels on the High-Speed Line.
- Website: Machine building company.
- Website: Waste recycling company.

Technical (Energy specific selection)

- Wind turbines (EU)
- Amendment of the 2001 Energy Investment Allowance Implementing Arrangement
- regulations to determine the energy efficiency class and for the determination of the constants and values for the calculation of the relative fuel efficiency
- designation of categories of production plants for the promotion of sustainable energy production in the year 2012
- Draft decision of the Flemish Government regarding amendment of the decision of the Flemish Government of 19 November 2010 regarding general conditions on the energy policy

Business documents: Procedures, Manuals, Analyses, and Organisational.

- Extensive proposal and quotation for the employment of 600 people as part of an HR development program for the European Distribution Centre of a major electronics company.
- Website for an International NL Bank.
- For a major European brewing company:
 - ⇒ Internal Facility Mgt. procedures, tender for administration & technical services.
 - ⇒ Announcement and details of an internal fitness programme.
 - ⇒ Information and specifications for ordering employee safety and computer glasses.
 - ⇒ HRM and IT organisation change announcements.
- Model comparison test of 15 order picking forklift trucks.
- Business training manuals (Change Mgt., Leadership, Communication etc.).
- Regulations & Procedure for a Suggestion Box.

Business documents: Legal and Financial

- Annual reports for a Dutch potato producer
- Annual reports for Delta Lloyd insurance company
- Extensive purchasing terms & conditions from a university hospital.
- Boot charter declaration.
- Purchase contract for a motor yacht.
- Redundancy payment calculation letter.
- Numerous documents covering:
 - ⇒ General terms & conditions.
 - ⇒ Sales & Purchasing terms & conditions.
 - ⇒ Employment terms & conditions.
 - ⇒ Annual reports.

Governmental documents (European Commission, Flemish Government)

- Alcohol interlock legislation.
- Plant usage in food and food preparations.
- Environmental aspects of wind turbines.
- Soil quality, waste management.
- Transport (Radioactive waste, export regulations)
- Energy (Network management, Energy policy)

Information Technology: Software manuals

- Extensive GDPR / AVG documentation for numerous customers.
- Instruction manuals, white papers, website for a Dutch software development company.
- Marketing documentation for a Dutch ERP software supplier.
- ICT articles for a Dutch publishing company.
- System specifications for the Rabobank en Sogetti.
- IT Infrastructure Language (ITIL) Service Management procedures and manual.
- ICT contracts, non-disclosure agreements, etc.
- Ground water level analysis software application manual.
- Baan (ERP) Competence Centre procedures and manual.

Tourism

- Websites and brochures for several Dutch local municipalities.

Environmental

- “Dutch Water Cities”, 50% of a book in cooperation with a 2nd translator. (ISBN 9058751848(NL), 9058751740(EN)).
- 6 extensive texts about urban development in the Netherlands for a book entitled “Over Holland”.
- Soil remediation of a rubbish-dump and construction of a sound barrier.
- High water disaster plan.
- Business proposal for supplying waste processing equipment (3x).
- Website for a company providing consultancy on and execution of soil remediation projects.
- “Waterbuurt” district renovation presentation.
- Website containing text concerning a landfill gas extraction project in Slovakia.

Marketing: Brochures, flyers, web sites.

- Various marketing documents, press releases and flyers:
 - ⇒ Heating & air conditioning company.
 - ⇒ Company offering Social Secretariat Services.
 - ⇒ Business service personnel bureau.
 - ⇒ Promotion of a Belgian University.
 - ⇒ Software application brochure.

Legal texts

- Extensive bankruptcy announcement.
- Description of the Flemish liquidation laws and procedures.
- Issuing of a writ of summons.
- Various legal business letters (Claims, claim rejections, final demands etc.).
- Writ of summons in interim injunction proceedings.

Education

- Stenden University of Applied Sciences (formerly Hogeschool Drenthe)
 - ⇒ Course materials, marketing documents etc.
 - ⇒ Extensive documentation, proposals, minutes etc etc concerning the merger of Stenden University with the NHL University of Applied Sciences (2014-2016)

Sport & recreation

- FIFPro (Int. Fed. of Professional Football Players’ Associations).
 - ⇒ Pension Plan
 - ⇒ Meeting minutes
 - ⇒ Newsletters
- Cycling equipment & clothing product information.
- Camping equipment product information.