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FREELANCE TECHNICAL TRANSLATOR

Engineer – Quality manager – Assistant manager

Professional experience

2005- …　: **C Solutions** in Louvain-la-Neuve
Freelance technical translator
Specialization : IT, business/management, HSE, printing

1997-03　: **Delferrière** printing company in Nivelles (35 people)

Assistant Manager

Mission : implementation of a management information system (M.I.S.):
- cost and management accounting
- modelling of the production process for quotation
- validation of the model of cost estimates
- profitability estimates

Other tasks
- health and safety advisor
- verification before invoicing
- improvement of purchasing policy
- contacts with customers, suppliers or administrations

1995-97　: **Puvrez** printing company in Quaregnon (50 people)
Head of the quality department (3 people)
Mission : implementation of an ISO 9002:1994 quality system

Formation

2000-01　: **CIFOP** (Charleroi)
Health and safety advisor (80 hours training)

1994-95 : **Forem** (Charleroi)
Integrated logistics training
Practical training: Analysing inventory control at Devos-François S.A.
(Distribution of chemical products in Charleroi)

1992-93 : **Katholieke Universiteit te Leuven** (K.U.L. – Leuven)
Specialised studies in industrial management
"Decentralisation versus centralisation of the campus science library at K.U.Leuven: Analysis and evaluation" (in Dutch)

1987-92 : **Université Catholique de Louvain** (U.C.L. – Louvain-la-Neuve)
Civil engineer in mechanics (orientation: thermodynamics)
"Propagation of sonic waves in the mist" (in French)

Language skills

FRENCH : mother tongue (drafting of quality procedures at Puvrez's and instructions for M.I.S. at Delferrière's; rereading and improvement of several university dissertations; acknowledged proofreading skills)

DUTCH : spoken and written (linguistic exchanges; studies in industrial management in Flanders; contacts with Flemish/Dutch clients)

ENGLISH: scientific technical and economic vocabulary (works in English used during my studies; novels in English; contacts with English and American suppliers/clients)

Computer science

CAT: Trados Studio 2019

Internet: basic knowledge of HTML, CSS, Javascript, PHP/MySQL

Operating systems: DOS, UNIX, Linux, Windows, Mac OS X

Others: Office → 2016, FileMaker Pro (database used for the management information system at Delferrière's)

Hobbies

Choral, watercolours, reading, walks