

CURRICULUM VITAE

Lincy Luyten

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Personal information

Date of birth : 7th May 1975

Nationality : Belgian

Marital status : Married, 3 children

Education

Studies

- 1995 until 1998 : Bachelor degree "Business Translator" at the college of higher education "Katholieke Hogeschool Limburg" in the city of Diepenbeek
- 1993 until 1995 : "Translator English-Russian" at the university "Katholieke Vlaamse Hogeschool" in Antwerp (degree for the first two years)
- 1987 until 1993 : Secondary education at the school "Ursula-Instituut" in Herk-de-Stad

Business courses

- Typing certificate (School-typ)
- Basic knowledge of Russian at evening classes "Centrum voor Moderne Talen" in Hasselt (1998 – 1999)
- Course of Microsoft Access
- Course of Microsoft Excel Perfection (June 2002)
- Webinars for SDL Trados Studio 2011 (2012)

Language skills

Dutch/Flemish	Native speaker
English	Excellent
French	Excellent
German	Excellent
Russian	Basic knowledge

Computer skills

- Microsoft Office 2010
- Van Dale online dictionaries
- SDL Trados Studio 2011
- XTM
- Transit NXT

Professional experience

- 1998 - 2000 **translator** at the translation department of insurance company Winterthur Europe in Brussels
Job description :
- Translations from French, English and German into Dutch/Flemish of insurance policies, company newsletter, press releases and other correspondence
 - Revision and correction of Dutch insurance terms & conditions
 - Establishment of terminology database for insurance terms in different languages
 - Contact with freelance translators and translation agencies
- 2000 - 2005 **management assistant** at the Automation/ICT department of Fabricom GTI, a technical solutions provider
Job description :
- Layout and translation of quotations in Dutch, French, English and German
 - Translation of software and equipment manuals into Dutch, French, English and German
 - Database management in Excel and Access
 - Business correspondence in different languages
 - SAP
 - Layout of PowerPoint-presentations in English
- 2005 – present **freelance translator** translating from English, French, German into Dutch and Flemish. Also proofreading, revision, checking and editing and localisation.

A list of some of my major projects:

- Translations of cultural, artistic and music texts and trailers for MTV Europe, Nickelodeon and the MTV Staying Alive Foundation
- Legal translations such as code of conducts, minutes of European Works Councils, all kinds of agreements and contracts, general terms and conditions, warranty terms and also judicial documents in preparation of court cases.
- Translations in the field of sports for the sports store Decathlon: product descriptions of sport material, tips, instructions of use, presentation of sports and their rules, ...
- Translation of manuals, owner videos, product reviews, product description for a major hot tub distributor in Belgium
- Commercial texts for Adidas, TomTom navigation, Mpet animal food, Paroc isolation, Primex hair and body products, ...
- Insurance related translations such as policies, contracts, presentations, inspection reports for Winterthur Insurance, Baloise and P&V Insurance as well as for the brokers ADD nv and Bamps Eurassur

- User manuals e.g. for e-mountainbike, portable DVD-player, world receiver, alarm radio, hydraulic installations, extruder, electric, swim machine, ...
- Victaulic piping systems: website and technical documentation
- Tourist translations for Hospiz hotels, Accor Hotels, walking signposts in the area of Boulogne and Normandy, descriptions of holiday homes and tips for trips for Ardennes-Etape and website translation for 3DOG camping.
- Translations for the food industry, i.e. for the Mamie Nova yoghurt and desserts and KOT-method for losing weight. Mainly product descriptions and lists of ingredients.
- Translations of surveys for Usamp, Gratispoints, Surveyhead, ...