



Evelyn Leenen-van Dijk — ELD Translations

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Work experience

Freelance translator/editor [English, German, Portuguese > Dutch]

ELD Translations, Hertelaan 5, 5704DM Helmond, The Netherlands

January 2006 – Present

Translation in medical and IT fields

Editing in medical and IT fields

Employee at Technical Literature department

Medtronic, Maastricht

January 1998 – March 2009

Linguistic Specialist

Tasks: Translation, Review, Proofreading, Order handling, Glossary maintenance

Translation Coordinator (misc. languages)

Tasks: Translation, Review, Proofreading, Order handling, Glossary maintenance

Marketing Project Coordinator

Tasks: Coordination of Translation, Review, Proofreading, DTP, Release of documentation, Order handling

Localization Project Coordinator

Tasks: Coordination of Translation, Review, Proofreading, DTP, Release of documentation, Order handling

Education

Bachelor of translation

Opleiding Tolk-Vertaler (School for Translation and Interpreting) in Maastricht, The Netherlands

Degree obtained in 1997

Languages: Portuguese and English

Specialist fields: Medicine/Biology and Technical

HAVO (Senior General Secondary Education)

Ede, The Netherlands

Subjects: Dutch, English, French, German, Mathematics and History

1989 – 1991

MAVO (Junior General Secondary Education)

Ede, The Netherlands

Subjects: Dutch, English, French, German, Mathematics and History

1985 - 1989

Courses

Product trainings | Medtronic | Continuous

Trados Teamworks 3 | Medtronic | October 2007

Working from a professional attitude | Medtronic | June 2007

Trados Teamworks 2 | Medtronic | January 2006

All about Arabic | LISA | October 2004

Basic course Greek | 2002 - 2003

Trados training | Trados/SDL at Medtronic | 2000 and after

Project Management Workshop | ETP at Medtronic | April 2000

Basic course Danish | Berlitz at Medtronic | 1998

- Hardware** **PC:** Dell Inspiron 545, Intel Pentium Dual-Core Processor E5300 (2,6GHz, 800FSB, 2MB cache), 3 GB RAM
Laptop: Acer Aspire 5315, 2 GHz, 1 GB RAM, DVD-super Multi DL
Other: B/W laser printer, Flatbed scanner, broadband internet connection, external HD for back-ups
- Software**
- SDL Trados 2007 & 2009, including Trados, SDLX and MultiTerm
 - PASSOLO Translator 2009
 - Across Personal Edition 5
 - Idiom
 - MS Windows 7
 - MS Office 2007 (Basic edition: MS Word, MS Excel, Outlook)
 - Babylon 7.0.3
 - Pinkhof Geneeskundig Woordenboek (pc edition of Dutch medical dictionary)
- Subscriptions** Nederlands Tijdschrift voor Geneeskunde (Dutch medical journal)
Nederlands Tijdschrift voor Tandheelkunde (Dutch journal of dentistry)
- References** References are available on request.
Alternatively, please check my LinkedIn account for recommendations at
<http://www.linkedin.com/pub/evelyn-leenen-van-dijk/1/a97/955>

[Your Name]

[Street Address, City, ST ZIP Code] [phone] [e-mail]