

PERSONAL INFORMATION

Name: Suzanne (S.L.) de Loos
Date of birth: 19 October 1970
Address: Via del Porrione 77-4
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EMPLOYMENT HISTORY

06/2005 – to date: Freelance translator: recent projects include

- Legal translations (contracts, terms & conditions, etc.) ENG/IT->NL
- Medical/pharmaceutical translations (patient info, research studies, etc.) ENG/IT/NL
- Participation in the translation of a medical and a historical encyclopedia IT->NL
- Translation of technical and domestic appliances manuals ENG/IT -> NL
- Software localization projects ENG ->NL

10/2005 – 05/2006: Member of the editorial staff/foreign account manager

Allbus/Mobility Lab, Siena, Italy

- Writing and translation of articles for a magazine for transportation companies in Italy;
- Marketing of software products for countries outside Italy.

05/2004 – 05/2005: Contract Manager Italy

Topic Travel Autovakanties, The Hague, The Netherlands

- Responsible for contacts with home owners, re-inspection of rental existing properties in Italy;
- Assessing the suitability of potential letting properties, visiting the potential properties and stipulating contracts with property owners;
- Writing texts for the annual brochure and the internet site.

02/2003 - 03/2004: : Holiday Rentals Employee

Siena 2000 Immobiliare, Siena, Italy

Promotion of holiday rental properties; managing reservations; responsible for contacts with home owners; acquisition of new properties.

03/2000 - 12/2002: Business Analyst

Deloitte & Touche Subsidie Adviseurs, Rotterdam, The Netherlands

Consultant on grants for business and non-profit organizations, covering services from identifying grant possibilities through the management of grant rewarded projects.

01/1999 - 02/2000: **Legal Secretary**

De Brauw, Linklaters & Alliance, Amsterdam, The Netherlands

Responsibilities included general office support, drafting correspondence and adapting legal documents in Dutch and English.

06/1998 - 10/1998: Publicity Officer

"Palio al Cinema", Siena, Italy

Promotion of a cultural film for a tourist public, by means of sales calls with tourist guides and hotels and the dissemination of promotion material.

02/1992 - 05/1998: Customer Service Agent

EMS/TNT Global Express, Utrecht, The Netherlands

Responsibilities included supplying product information, sales, registration of orders and after-sales client support.

EDUCATION

June 2013 *Cambridge ESOL CPE (Certificate of Proficiency in English)*
British Institute, Florence, Italy

June 2011 *CILS (Certificate of Italian as a Foreign Language) Level C2*
Università per Stranieri, Siena, Italy

March.-Apr.2005 *Certificate International Tourleader/Hostess*
IVOR, Utrecht, The Netherlands

Jan.-March 2003 *Italian Language and Culture Certificate (advanced level)*
Università per Stranieri, Siena, Italy

1992-1999: *Master's Degree ("Doctorandus") Law and Political Sciences*
Leiden University, The Netherlands

- Specialization courses including EU Politics, EU Competition Law and Macro Economics
- Exchange student (Erasmus Program); Université Paris II -Assas, 1996;

1991-1992 *1st year course Master of Business Administration*
Erasmus University, Rotterdam, The Netherlands

1989-1990 *Italian Language and Culture Certificate (intermediate level)*
Università per Stranieri, Siena, Italy

Language Skills

- Dutch Mother tongue
- English Fluent
- Italian Fluent
- French Excellent command
- German Good command

Computer Skills

- Good knowledge of MS office
- Excellent knowledge of Trados 2007, Trados Studio 2011 and Multiterm 2011
Certification: <http://oos.sdl.com/asp/products/certified/index.asp?userid=62705>
- Good knowledge of Wordfast professional

OTHER

1991 Traveled and worked (cleaning, babysitting) in the United States.