

CURRICULUM VITAE: COLLIN LEON KOORTZEN



A. PERSONAL DETAILS

Surname: Koortzen
 First names: Collin Leon
 Identity Number: 6307225133084
 Birthdate: 22/7/1963 (Age: 55)
 Gender: Male
 Marital Status: Single
 Dependents: One (living with mother in Australia)
 Driver's Licence: Code 08
 Nationality: South African
 Residence: 14 Moolman Street, Irene Park, Klerksdorp
 Telephone: Cell: 071 296 5375
 E-Mail: collinkoortzen@yahoo.com
 Languages: English, Afrikaans
 Health: Good

B. EDUCATIONAL PROFILE

1. Secondary School: (Milner High School, Klerksdorp) – (Grade 12)
2. Tertiary: North West University (Potchefstroom Campus). Major subjects: Industrial Psychology III, Setswana III, Communication Science IV, Public Relations IV, Advertising IV, Media Science IV & Journalism IV.

Qualification: BA (Communications), Honours (Cum Laude). Member of South African Translators Institute (SATI); ISO 9001 Certification.

3. Additional courses: Use of the Computer (NW University); Lotus 123 (Beyond 2000 Computers); Safety Training at Universities & Colleges (NOSA, Potchefstroom); Statistical Methods for Managers (Training Institute, Pretoria); Junior Management (Training Institute, Pretoria); General Legal Aspects (Training Institute, Pretoria).

C. EXPERIENCE PROFILE

1. **MILITARY SERVICE: 1986 - 1987**
2. **DEPARTMENT OF EDUCATION & TRAINING (21/12/87 – 31/8/89):
Personnel Practitioner**

3. PUBLIC SERVICE COMMISSION (1/9/89 - 30/6/95)

**State Administration Officer; Senior State Administration Officer
(with Top Secret security classification).**

4. KLERKSDORP RECORD NEWSPAPER GROUP (26/7/95 – 31/12/1999)

Sub Editor / Chief Sub Editor

Writing specialist articles and other news stories; checking and altering construction of journalist's stories (mainly English) & language training; technical support, advice and layout of newspapers; writing headlines; checking newspaper page proofs; constant liaison with DTP section; utilizing Corel Draw, Newsline and PageMaker computer programs; assisting and coordinating with special community projects; special ad hoc projects, i.e. video scripts for newspapers; writing documents on language training & writing techniques.

As Chief Sub Editor: From 1/3/99

Unique/extensive community projects (eg SA Blood Transfusion Service); income-generating projects (eg. all eleven official political parties and the IEC were involved in advertorial projects); taking full responsibility for the language style of the company's group of newspapers that include the Klerksdorp Record (sold), Midweek Record (knock-and-drop) and Lentswe (Knock-and-drop); coordinating the company's Internet service & upgrading hypertext links; involvement in special in-house projects such as the planning of special supplements and editorial focuses to add more value for our advertisers.

**5. HEAD OFFICE, RUSTENBURG: NORTH WEST GROUP
OF NEWSPAPERS (1/1/2000 – 12/4/2010)**

Editorial Assistant of Dept of Planning & Training

- # Devising new concepts and frameworks that could be utilized in a concerted effort to upgrade the standard of our different newspapers, i.e. Rustenburg Herald, Bonus (Rustenburg), The Mail (Mafikeng), Brits Pos (Brits), Stellalander (Vryburg), Klerksdorp Record, Midweek Record (Klerksdorp), Lentswe (Klerksdorp), Gemsbok (Upington) & the Noordwester (Lichtenburg).
- # Weekly evaluations of sold newspapers (6), using tried and tested methods to increase readership and enhance the quality of the relevant newspapers' contents.

- # Weekly layout and copy-tasting of those newspapers whose layout is centralised in Rustenburg.
- # Correspondence in accordance with management members as the need may arise.
- # Special editorial features as the need may arise; in-depth copywriting, editing, proofreading and extensive English-Afrikaans and Afrikaans-English translations for all 10 newspapers.
- # Applications used: Corel Draw, PageMaker, Editor (DOS), Outlook Express, Internet Explorer, MS Word & Excel.

Promotion to Head of Department in 2009 with emphasis to expand and update the department in accordance with modern trends.

6. FREELANCE PROFESSIONAL COPYWRITER/EDITOR/TRANSLATOR EXPERIENCE (13/4/2010 – CURRENT)

- a. Started freelancing on own initiative with special emphasis on a very successful agency in Klerksdorp, AdValue Marketing and Advertising which serves the entire North West as well as other cities and towns. I was available to work part time on a long-term basis as the need arose. Work undertaken for them involves the following: Generating copy, slogans and specialised phrasing, editing, paraphrasing, transcriptions, localization and proofreading for pamphlets, booklets, posters, newspaper and magazine advertisements, DVD's as well as unique advertising campaigns aimed at the public at large. especially involving retail and special clothing campaigns. Work submitted includes translations and writing material for several national as well as local advertisers. Major clients include Zesto, Midvaal Water Company, Senwes, Global Fishing Enterprise cc, Wilmed Park Private Hospital, LB Attorneys, Suidwes Landbou, Michaelides & Vermaas Audiologists, the Ambegeto project and the Klerksdorp City Council.
- b. Copywriting, proofreading, translating and editing for WOW Magazine, a popular, free monthly glossy magazine aimed at readers in Klerksdorp, Orkney, Stilfontein and Hartbeesfontein in the North West Province. WOW also distributes MOJA Magazine (Black readership), WOW Property Guide and WOW Motoring.

Experience in Life Sciences, i.e. the sciences concerned with the study of living organisms, including biology, botany, zoology, microbiology, physiology, biochemistry and related subjects. I also specialise in computer sciences & information technology, education, finance and accounting, geography, health sciences & medicine, law, macro & micro-economics, media & marketing, nursing, psychology, humanities

and sociology. I also have experience in telephone (cellphone) interpreting from English – Afrikaans.

- c. Online English-Afrikaans and Afrikaans-English translations, copywriting, editing and proofreading for various websites; non-profit community involvement with online language correction for students learning English for the first time (busuu.com). Online specialized translations for:
- i. Fixed terms/glossaries on termwiki.com (<http://en.termwiki.com/>); Project coordinator: Irene Nan
 - ii. Translations/revisions/editing for TOP PREKLADY in Slovensko, Europe (www.top-preklady.sk); Project coordinator: Zuzana Kollárová
 - iii. Translations and reviewing for Vnloctra in Vietnam (<http://vnloctra.com/>); Project coordinator: Leon Nguyen
 - iv. Translations/reviewing for OneHourTranslations (Cyprus) - <http://www.onehourtranslation.com> (electronic)
 - v. Translations/reviewing for Straker Translations (USA) - <http://translator.strakertranslations.com>; Project coordinator: Sarah Monseur.
 - vi. Reviewing for Foreign Translations (New York) - www.foreigntranslations.com; Project coordinator: Charles Hubbard
 - vii. Translations/reviewing for ICanLocalize (Europe) - <http://www.icanlocalize.com/site/>; Project coordinator: Irina S.
 - viii. Translations/reviewing for FluentParrot (Egypt) - <http://fluentparrot.com>; Project coordinator: Mahmoud Yaqub.
 - ix. Translations/reviewing for Metafrasma (Greece) – www.metafrasma.com; Project coordinator: Irene Koukia.
 - x. Translations/reviewing for Lingual Consultancy Services (India) – www.lingualconsultancy.com; Project coordinator: Rakesh Pradhan.
 - xi. Translations/reviewing for CBG Konsult AB (Sweden) - www.cbg.com/en/offices.
 - xii. Translations/reviewing for Bayan Tech (www.bayantech.com) – Egypt; Project coordinator: Ehab Mohamed (Google projects).
 - xiii. Translations/reviewing for Sajan (USA: headquarters) – www.sajan.com; Project co-ordinator: Karen Kuchevar (Google projects).
 - xiv. Translations/reviewing for Translated (Italy) – www.translated.net; Project coordinator: Aurore Claverie.

- xv. Translations/reviewing for Lingo24 (UK) – www.lingo24.com;
Project coordinator: Alina Sandru - alina.ghita@lingo24.com.
- xvi. Revisions, quality control for ICON Language Services), UK:
Project coordinator: Harriet Williams:
Harriet.Williams@iconplc.com;
<http://languageservices.iconplc.com>; +44 1865 320160.
- xvii. www.motaword.com (Paul Rodriguez)

d. **SPECIAL TRANSLATION INTERESTS**

Special emphasis is given to mobile apps (Android & Apple), intensive medical & medicine translations, as well as medical trials and testing, psychology and psychiatry as well as human interest translations and editing. Apart from general categories, I have a firm interest in education (Google apps), travel & tourism, social networking (like Facebook), website translations/reviewing, tech/engineering, social sciences, business, financial and banking, art/literary, marketing, law/patents and science. I have taken a special interest in medical and related translations and review projects and have done extensive research and published many brochures for local hospitals and clinics. I also have experience in various business/commerce translations and transcriptions. Medical/medicine and medical trials were undertaken for ICON PLC (UK) Translations (project manager: Harriet Mead) on a regular basis. No specific information can be submitted about the type of projects as I always have to sign an NDA. I also undertook various interpretation projects from English-Afrikaans as the need arose. I also have experience in translating legal and law enforcement/criminal investigations reports.

CAT Tools: Google Translator Toolkit, MS 2013 Suite, MateCat, Wordfast Anywhere and Smartling.

e. **TEACHING EXPERIENCE**

I was selected as an assistant for my Advertising professor during my Honours year at university because of my excellent grades. During this year, I was primarily responsible for teaching English to first-year students as well as grading examinations for first year students, 2nd year students and third year students. When I became a professional linguist and language practitioner after my tertiary education, I also regularly taught reporters and journalists (newspaper & magazine interns) fresh out of university on how to approach writing English articles by using the basics English parts of speech, style and grammar principles.

D. REFERENCES

1. Mellaney Viljoen: CEO: AdValue Marketing & Advertising (+2718) 468 7535; 082 375 4087 (advalue@mweb.co.za)
2. Rowena Rainsford: AdValue Marketing & Advertising (+2718) 468 7535.
3. Lanny and Kevin: vnloctra, Vietnam (lanny@vnloctra.com; kevin@vnloctra.com).
4. Irene Koukia, Metafrasma (phone (+30) 2130331758; (+30) 6974126956); info@metafrasma.com(.
5. Youssef Ahmed, Bayan-Tech (youssef.ahmed@bayan-tech.com); T: +202-33458970| T: +202-33459011| T: +202-33458969| +202-33459008 | Cell: +201-149-998228
6. Harriet Williams (ICON Language Services), UK: Harriet.Williams@iconplc.com; <http://languageservices.iconplc.com>; +44 1865 320160. www.motaword.com (Paul Rodriguez)