

Elien Van Herck

Translator, proofreader



February 20, 1987
Balansstraat 167 / 3, 2018 Antwerp, Belgium
vanherck.elien@outlook.com
+32 485 45 23 77

LANGUAGES

Dutch (native language)
English (very good)
Portuguese (very good)
German (very good)
French (basic knowledge)

SOFTWARE

Windows / Mac
Microsoft Office
SDL Trados Studio 2017
SDL Multiterm Studio 2017

PROFESSIONAL EXPERIENCE

Freelance translator EN/DE/PT > NL (since October 2017)

- translation from German, English and Portuguese into Dutch
- revision and proofreading of Dutch translations
- social interpreter Portuguese - Dutch

Office manager (August 2016 - September 2017)

Multiprofessioneel architectenvennootschap INARCO bvba, Antwerp, Belgium

- administration and accountancy in an architectural firm
- translation of legal texts and presentations from Portuguese or English into Dutch

Diverse employments (August 2015 - July 2016)

Sales assistant (Standaard Boekhandel a.o.)

Deal manager (June 2013 – July 2015)

deSter bvba, Hoogstraten, Belgium

- processing and follow-up of requests for quotations and tenders in the FMCG-sector
- close collaboration with UK and Russian sales teams

Transactional specialist (January 2012 – February 2013)

Cisco Systems, Lisbon, Portugal

- order validation and follow-up of logistical issues in a leading IT-company

Receptionist (June - November 2011)

Refuge Hostel, Lisbon, Portugal

- check-in and check-out
- providing touristic information to guests

HIGHER EDUCATION

Master of International Business Economics and Management (2009 - 2011)

Hogeschool-Universiteit Brussel: Campus Stormstraat, Brussels, Belgium

Master Translation, German - English (2008 - 2009)

Hogeschool Gent: Departement Vertaalkunde, Ghent, Belgium

Bachelor Applied Linguistics, German - English - Portuguese (2005 - 2008)

Artesis Hogeschool Antwerpen: Hoger Instituut voor Vertalers en Tolken, Antwerp, Belgium

OTHER EDUCATION

Legal Translation and Interpreting, German - Portuguese (2018)

KU Leuven: Antwerp, Belgium

Diploma Intermédio de Português Língua Estrangeira (July 2008)

Faculdade de Letras da Universidade de Lisboa: Lisbon, Portugal

Erasmus (September 2007 - February 2008)

Universität Leipzig: Leipzig, Germany

SUPPLEMENTARY INFORMATION

Board member & treasurer (2013 - 2018)

vzw 'Retie Rockt', Retie, Belgium

- member of the organisational committee of a music festival
- accountancy
- finalizing contracts with booking agencies