

Curriculum Vitae

Personal details

Last name: Van Dijkman-Verhagen
First name: Ingrid
Date of birth: 17 January 1975
Place of birth: Eindhoven, The Netherlands
Nationality: Dutch
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The Netherlands
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Work experience

Oct 2010-present: Owner Van Dijkman Vertalingen

- legal translations Eng-Dut / Dut-Eng
- financial translations Eng-Dut
- general translations Eng/Fre/Ger-Dut

April 2002-Oct 2010: Head of Translations, The Language Lab, The Netherlands

- translate legal, financial and general texts
- divide internal translation work
- manage five-man in-house translation department
- supervise trainees

Jan 2000-March 2002: Content manager Corporate Services, Tijd Beursmedia, The Netherlands

- write and translate company profiles and forecasts for print and internet media in Dutch and English
- web design & content management (www.eurobench.com)
- backend database management & auditing
- maintain relationship with Dutch quoted companies

Education

2009 Annual Reports Day English-Dutch, Teamwork
2005 Dutch-English / English-Dutch Legal Translation Course, Chris Odijk
2001 Writing for Internet and Intranet Course,
Forum voor Communicatie en Journalistiek
1998-1999: HBO Schoevers, Office Management, The Netherlands
Diploma in June 1999
1994-1998: HEAO, Marketing International Management, The Netherlands
Main subjects: marketing, finance en administration
Bachelor degree in June 1998
Jan 1997-June 1997: Ecole Supérieure de Management de l'Entreprise, France
Exchange program
1987-1993: VWO, The Netherlands

Language skills

Dutch Native
English Fluent spoken and written
French Excellent spoken and written
German Excellent spoken and written