RIA ORTA

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OBJECTIVE

I am a professional native English and Dutch freelance translator looking for work with agencies and direct clients. English and Dutch are both my native languages, since I was raised in both languages simultaneously. I have worked, studied and lived in both Belgium and the USA for many years and have gained a rich experience in business and education. I am always available to work on long-term or urgent projects.

LANGUAGES

* My native languages are English, Dutch and Flemish.
* My language pairs are:
	+ Dutch – English
	+ Flemish - English
	+ English-Dutch
	+ French - English

QUALIFICATIONS:

* English and Dutch (Flemish) are both my native language
* Highly proficient in translating Dutch/English documents (marketing, business, human resources, technical manuals)
* 5 years of experience as a full-time Dutch-English translator
* 13 years of corporate experience in Belgian manufacturing company as an Administrative Assistant
* 15 years of experience in business and educational administrative support in the US
* Advanced Computer skills in MS Word, Excel, School Master, PowerPoint, Publisher, Access, Adobe, Outlook, Internet…
* Highly organized and detail oriented
* Reliable, fast and accurate translations

SERVICES

Translation, proofreading and editing.

TRANSLATION EXPERIENCE

I have been working as a freelance translator since 2006 and I have since then worked

with translation agencies and direct clients in the USA, UK, India, Belgium and the Netherlands.

My most current translation assignments have been focused on translating marketing surveys in a wide range of topics. Translating and researching these subjects has helped me grow immensely as a translator.

* Food and Beverages consumer reviews
* Customer service consumer reviews
* Financial services consumer reviews
* Employee Engagement reviews
* Medical Services reviews
* Travel and tourism ads
* Technical manuals
* Legal documents
* Novels and manuscripts
* Academic and educational documents

COMPUTER SKILLS AND SOFTWARE

MS Office (MS Word, Excel, Publisher, PowerPoint, Access, Outlook) School Master, Synergy

I have a fast internet connection, an up to date laptop and tablet, digital printer and scanner.

CAT TOOLS:

Trados, MemSource, MateCat, Lilt.

EDUCATION

Heilig Hart Instituut - Turnhout, Belgium VSO Moderne Talen: Dutch/Flemish, English, German, French, Latin and Greek

Hogeschool Gent - Belgium Business Translations - English, Dutch, French, German

PROFESSIONAL EXPERIENCE

2014 - current ProTranslating/Tolq/Talkbridge/Loyale Translations/Lilt

2006 - 2011 ALS Translations

2001 - 2014 Executive Assistant/Human Resources at IntelliSchool Charter High School, Phoenix, Arizona

1998 – 2001 Adoption Program Assistant at AASK in Phoenix, Arizona

1987 – 1998 Executive Assistant at Zedek en Van Mierlo in Turnhout, Belgium

RATES

Translation: $0.08/source word

Proofreading only: $0.04/source word

Proofreading against source text: $25.00/hr

Editing and proofreading: $25.00/hr