



## Translator (English/German/Dutch > French)

Marketing, Human Resources, Educational content,  
Business Communication

5+ years' experience

# Bernadette PUTMAN

📍 Namur, Belgium

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ProZ: [www.proz.com/translator/3381832](http://www.proz.com/translator/3381832)

## Skills & Interests

- Outstanding Writing Skills
- Attention to Detail
- Time Management
- Service Mindset
- Uncompromising Commitment to Quality
- SEO Optimization and Interest in the Publishing Sector

## Languages

- French Native Speaker
- English – C2
- German – C2
- Dutch – C1

## CAT Tools

- MemoQ
- MemSource
- XTM
- Smartling

## Work experience

2021 - present

### Freelance Translator

#### Recent projects:

- Architecture : brochure/articles – DE > FR
- Logistics (website, internal documents, voice over text) – DE > FR
- NGO reports – EN > FR
- HR: onboarding, corporate culture documents, SEO – EN > FR
- Corporate meeting minutes – NL > FR

2003 - present

### Part-time Language Trainer

Henallux/Helmo/Heaj/ISFSC/Ephec

Walloon Region and Brussels

Teaching (Business) English and German to Higher Education Students (BA / BSc) in the fields of Human Resources, Marketing, IT, Medical Biology, Computer Graphic Design, Accounting, PR, Communication, Multimedia Writing, Automation and Electromechanics

June 2000 – Sept 2003

### Documentation Leader/Technical Writer

SONY/IRIS - Brussels

Sept 1999 – May 2000

### In-house Translator (EN/DE -> FR)

Dekryptos – Brussels

Nov 1997 – Aug 1999

### In-house Translator (EN -> FR)

Appendix Publishing Ltd/Tetracomm Inc  
Ottawa/Hull, Canada

Mar 1996 – Oct 1997

### Translator (DE/EN -> FR)

Cyrano, ZNU, Exley - Belgium

## Education

1990-1995

**Master's degree in Translation (EN/DE -> FR) – cum laude**  
Université Catholique de Louvain (ILMH), Belgium