

CURRICULUM VITAE OF INGE GROBBELAAR

Biographical detail:

Email: ingegrobbelaar@gmail.com

Fax number: +27 21 8500419

Date of Birth: 31 July 1978

Place of Birth: Somerset West, South Africa

Nationality: South African (Native language: AFRIKAANS ZA)

Sex: Female

Language Pair: ENGLISH > AFRIKAANS

Education:

School Attended: Hottentots-Holland High School,
(Grades 8-12) Somerset West, South Africa (1992-1996)

Tertiary Education: University of Stellenbosch,
Stellenbosch, South Africa (1997-2000)

Qualifications: (1) Bachelor of Arts Degree (1997-1999)

Majors: Psychology
Xhosa
Sociology

Qualifications: **2) Postgraduate Diploma in Editing & Translation
Stellenbosch, South Africa (2000)**

Subjects: Editing, Practical Translation, Lexicography (Subject related translations: Computers, Law, Medicine, Advertising, Agriculture, Journalism, Economics and Engineering)

Computer software & CAT Tools: - Microsoft Office
- Wordfast Pro
- MemoQ
- SDL Trados Studio 2017 Freelance
- Memsources
- Transifex
- LEAF

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Work Experience:

October 2007 – Current:

Freelance translator and proofreader for various agencies and clients for various fields of expertise:

- Microsoft & Google translations
- Medical Questionnaires, user guides and informed consent forms
- Localization of Technical projects for smart phone, i.e Nokia, BlackBerry, LG. Samsung
- Huge localization project to translate and proofread SPOTIFY APP to Afrikaans
- Department of Health – Western Cape, South Africa
- Textbook translations (Life Sciences)
- Project management and quality control for Medical questionnaire projects

June 2004 – October 2007:

Company: Media24 Website Portal (www.ancestry24.co.za)

Position: **Translator and Content Editor**

Duties: Creating a new homepage every week (both English and Afrikaans), Developing and building this content in Dreamweaver MX; Updating of all websites in English and Afrikaans; Daily maintenance and quality management of the site (Ensuring all links are functional etc); Translation of English text into Afrikaans and Afrikaans text into English; Generate content for website projects; Handle online content queries; Contribute to strategic planning of the service; Handling customer queries; Content development on an ad hoc basis; general proofreading and editing.

April 2002 – December 2002

Company: St. George's Hospital Medical School, London, United Kingdom
(Website Portal)

Position: **Project Indexer and Abstract Writer**

Duties: Researching, cataloguing and indexing websites for information portal; abstracting articles from medical journals; working to deadlines; promoting site through presentations and journal articles; answering feedback to site; participation in an evaluation study; take own initiative and maintain the portal with up-to-date information; writing up activities for publication or presentation; general copywriting, proof-reading and editing