

CURRICULUM VITAE

PERSONAL DETAILS

Name: Leonore D.E Haaijman,
Sworn Translator Dutch to English, bilingual
Telephone no.: +44 (0)758 127 6165
Fax no.: +44 (0)845 058 2585
E-mail: info@vertaalster-engels.nl

QUALIFICATIONS

United Kingdom

2018	Unit Certificate – Technology	The Chartered Institute of Linguists
2016	Unit Certificate – Social Science	The Chartered Institute of Linguists
2016	Unit Certificate – Literary	The Chartered Institute of Linguists
2012	Sworn translator status	Court of The Hague, Netherlands
2012	Dutch to English Translator Specialised in Business/Law	The Chartered Institute of Linguists

The Netherlands

1993	Receptionist Telephonist	LOI
1987	Senior General Secondary Education	HAVO/MBO
1985	Junior General Secondary Education	MAVO
1984	Typewriting	STATE CERTIFICATE

WORK EXPERIENCE

United Kingdom

- 1997 onwards Dutch to English Translator, freelance

The majority of the work typically includes general terms and conditions, contracts, annual reports, websites, business correspondence and a wide variety of other legal, financial and commercial documentation. The work is performed in accordance with a few basic principles:

- Guaranteed delivery on the agreed date and time
- Immediate response to telephone, e-mail and fax
- Monthly invoicing at an agreed word price

SDL Studio is used as a CAT tool to guarantee the quality and consistency of all translations.

My objective is to translate assignments of returning end-users and to build and maintain a portfolio through the agencies. Recently, I started working with a number of agencies in the Netherlands in addition to my UK-based clientele. References are available on request.

- 1998 – 2002 Liverpool Victoria, Bournemouth
Customer services assistant, promoted to Team Manager
- 1997 – 1998 Winterbourne Hotel, Bournemouth
Chambermaid, promoted to Deputy Housekeeper

PROFESSIONAL MEMBERSHIP

The Chartered Institute of Linguists, CIOL

The CIOL serves the interests of professional linguists throughout the world and acts as a respected language assessment and recognised awarding organisation delivering Ofqual (Office of Qualification and Examination Regulation) accredited qualifications. The Institute is also actively involved in language issues at both a national and an international level.

Founded in 1910, the Institute now has over 6,000 Fellows, Members and Associate Members. It aims to:

- serve the professional interests of its members
- provide nationally accredited and other professional qualifications and set standards for language practitioners
- be an authoritative voice promoting the learning and use of languages, and the professional status of language work
- advise on policy and strategy affecting languages.

Netherlands Association of Interpreters and Translators, NGTV

With approximately 1,200 members, the Netherlands Association of Interpreters and Translators (NGTV) is the largest professional association of interpreters and translators in the Netherlands. NGTV members are highly-educated specialists and the association represents almost all the world's languages and areas of expertise, from translators of legal texts into English, translators of technical texts into Hungarian to Chinese conference interpreters. Many members are sworn translators and/or sworn interpreters.

PERSONAL INTERESTS

Reading, English language and culture, fitness