



# Curriculum Vitae

## PERSONAL INFORMATION

Name	Maaike Clarysse
Address	Cecilia Callebertstraat 2 – 8800 Roeselare – Belgium
Telephone	+ 32 494 84 49 14
E-mail address	info@tekstentaal.be
Website	www.tekstentaal.be
Nationality	Belgian
Date of birth	25 July 1986

## WORK EXPERIENCE

- Dates 1 September 2009 - present
- Function Freelance translator and interpreter
- Main activities and responsibilities
  - Translations from English, German, French and Swedish into Dutch  
Fields of expertise: marketing and media, tourism, legal, advertising, communication, public health, retail (Hema, Action, ISPC)
  - Interpreting from English, German and Swedish into Dutch (English retour)  
Fields of expertise: European works councils, conferences, company visits, audits

## EDUCATION AND TRAINING

- Dates 2008 - 2009
- Educational institute Erasmushogeschool Brussel
- Degree **Master in Interpreting – English, German, Dutch**  
Graduated magna cum laude
  
- Dates 2007 - 2008
- Educational institute University of Leuven
- Degree **Master in Linguistics and Literature – English, German, Swedish**  
Graduated cum laude

- Dates 2004 - 2007
- Educational institute University of Leuven
- Degree **Bachelor in Linguistics and Literature – English, German**  
Graduated cum fructu
  
- Dates 1998 - 2004
- Educational institute Sint-Niklaasinstituut Zwevegem + Sint-Amandscollege Kortrijk
- Degree **Latin – Modern Languages**

## PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE **Dutch**

OTHER LANGUAGES

**English**  
 • Reading skills Excellent  
 • Writing skills Excellent  
 • Verbal skills Excellent

**German**  
 • Reading skills Excellent  
 • Writing skills Excellent  
 • Verbal skills Excellent

**French**  
 • Reading skills Excellent  
 • Writing skills Good  
 • Verbal skills Good

**Swedish**  
 • Reading skills Excellent  
 • Writing skills Good  
 • Verbal skills Good

SOCIAL SKILLS AND COMPETENCES  
 - Excellent communicative skills  
 - Result-oriented and self-confident  
 - Sensitive and motivating towards others

ORGANISATIONAL SKILLS AND COMPETENCES  
 - Outstanding planning skills  
 - Proactive and punctual  
 - Eye for detail

TECHNICAL SKILLS AND COMPETENCES  
 - CAT tools: user of Trados Studio 2015  
 - Excellent skills with Microsoft Office (Word, PowerPoint, Excel)  
 - Familiar with interpreting equipment

DRIVING LICENCE Category B