

Curriculum Vitae

Els Hendriks	M.C.C.M. Hendriks BComm (sworn translator) Zwarte Weg 53 8467 SG Vegelinsoord	Tel: +31 (0)6 29 234 007 E-mail: Els.mccm.hendriks@gmail.com
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Profile

I am an honest, enthusiastic woman with a British partner and we 'live and breathe' English at home. I am independent and self-reliant and I prefer to work towards a tangible goal, where I experience a deadline as a positive incentive. I am accurate and efficient and I pay a lot of attention to details. I keep my word and am a good analyst. I like working in teams, because I value contact with colleagues. In my spare time I volunteer as dog instructor in Sneek.

Professional History

2012 - Present Part time teacher English, MsOffice, MsVisio SQL and MSAccess at ROC in Schagen (2 years), teacher English at Piter Jelles College in Leeuwarden and RSG De Borgen in Leek.

2009 - Present

- Freelance translator technical manuals, automotive, trains, IT, websites, consumer electronics, etc.
- Translator and project coordinator at Jaludo in Rijssen
- Text Editor at Philips Drachten (of English manuals).
- Teaching English conversation to factory employees in Heerenveen and technical engineers in Zwolle.
- Commissioned by Jensen Localization translating several assignments/ localization projects by means of SDL/Trados.
- Commissioned by HHCE translating several assignments by means of SDL/Trados.
- Teaching English conversation to senior citizens at the adult education centre in Leeuwarden.
- Freelance assignments English - Dutch and Dutch - English.

1997 - 2010 *Postbank (ING)* in Leeuwarden as systems manager, configurator, incident coordinator, change coordinator. The last few years also as translator for technical documents (functional designs, technical designs, requirement reports) and internal communication memos both from English to Dutch as from Dutch to English.

1991 - 1997 *Gemeente Smallingerland* (Drachten) as systems manager for the mainframe (IBM AS/400) and office applications (Novell network).

1991 *Technisch Bureau Visser* in Assen, Helpdesk/ 2nd-line support
Sent on secondment at the NAM in Assen.
Focal Point for computer problems for the department and crew of
the oilrigs.

1990 *Pink Elephant* in Assen, Helpdesk / 2nd-line support
Sent on secondment at the NAM in Assen.

1990 Translator
Translating computer manuals from English into Dutch.

1988 - 1989 *K.M.B.O Streekschool* in Leeuwarden, systems manager
Customer support
Troubleshooting
Instruction and training end users
Developing new procedures

1987 - 1988 *Holwerda Shipmanagement* in Heerenveen, software developer
Programming in Basic
Design
Implementation
Testing

Education 2013 - now Legal translations
2010 Subtitling
2010 Sworn in
2006 - 2009 Bachelor's degree Translator English - Dutch
1986 - 1987 Application programmer Cobol in Heerenveen
1976 - 1983 Atheneum (preparation education for University),
Newman College in Breda

Additional Training 2009 Editing Skills (English texts) at SENSE
2007 Content Management with Share Point
2002 Siebel Certified Configurator Siebel v. 7.1
1997 JCL / job controller mainframes
1996 Unix Fundamentals
1996 Windows '95 System management
1995 Oracle SQL / SQL +
1995 Windows for system managers
1994 System management for local governments
1993 Foxpro
1992 Prigem/Gemal system management
1991 IBM AS/400 system management
1995 Frisian for non-Frisian speakers
Instructor General Dog Behaviour

Experience with Trados/SDL, Idiom, Translators'workbench, OmegaT