

HELENE VAN NIEKERK

Translator, editor, proofreader, linguistic validator, reviewer

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PROFILE

- Experienced, resourceful and conscientious individual with a love for languages and people and an eye for detail, symmetry and logical flow
- Proven ability to edit, format, translate and review Afrikaans and English documents in Word and PDF

PROFESSIONAL EXPERIENCE

COPY EDITOR AND QUALITY ASSURER – CAMBRILEARN (JULY 2021 – JULY 2022)

- Editing and formatting lessons for a home-schooling online company

EDITOR, LINGUISTIC VALIDATOR, REVIEWER AND TRANSLATOR (2010 – DATE)

- Translate between English and Afrikaans
- Linguistic validation and review of texts (ensuring accuracy of grammar, tone, language level, punctuation and logical flow)
- Localise texts (make texts suitable for South African readers)
- Format texts (font, layout, headings, table of contents, etc.) in Word to ensure consistency and improve readability
- Change the content and format to comply with pre-set rules or guidelines
- Improve the logical flow/argument of a text
- Check for consistency of hyphenation, abbreviations, headings and punctuation
- Attend to the consistency of style, tone and voice
- Adapt a text to a particular genre
- Summarise and simplify complex writing into readable quality

WRITING SKILLS TUTOR/WORKSHOP FACILITATOR (2016 – DATE)

- Teach writing skills to students at the Stellenbosch University
- Teach students to write concise, logical and well-structured academic documents
- Help them to identify errors in their writing and to correct them

PART-TIME LECTURER EDITING METHODOLOGY (STELLENBOSCH UNIVERSITY, 2017 – 2018)

Presented and assessed short courses in Editing Methodology and Practice

COUNSELLOR/PLAY THERAPIST (2006 – 2013)

Applied knowledge of and expertise in Psychology

- Provided counselling and emotional intelligence training to children and their families
- Created content and facilitated emotional intelligence groups for children
- Worked as a member of therapeutic teams at Stellenbosch and Eikestad Primary Schools

AFRIKAANS TEACHER AND SUBJECT HEAD (2000 – 2005)

Applied knowledge of Afrikaans in a teaching context

- Taught Afrikaans First and Second Language and lead a team of Afrikaans teachers (subject head) at Stellenbosch High School
- Taught Afrikaans grammar, poetry and writing skills to students at JG Meiring High School

QUALIFICATIONS

- Postgraduate Diploma in Editing and Translation (Modules: Theory of editing, Practical editing, Theory of translation, Practical translation), 2015 – Stellenbosch University
- Academic Editing short course, 2015 – Stellenbosch University
- Self-revision short course by Brian Mossop, 2012 – Stellenbosch University
- Theory of Editing short course, 2010 – Stellenbosch University
- MDiac Play therapy (cum laude), 2001 – University of South Africa
- Honours in Psychology, 1994 – Stellenbosch University
- BA (Afrikaans & Dutch III; Psychology III; Xhosa II), 1993 – Stellenbosch University

SUMMARY OF ONGOING PROJECTS

- Academic – edit theses, dissertations, academic articles and references
- Corporate/publishing – edit and adapt marketing material for a specific audience; edit and translate advertisements; rewrite and adapt articles for magazines; edit and translate content material for schools/online learning
- Formatting – format documents to ensure professional layout, font and consistency; insert page numbers and tables of contents
- Legal – translate birth, death and marriage certificates and academic records
- Medical – translate patient-facing brochures and informed consent forms

CLIENTS/TEXTS

- African Sun Media – edit manuscripts, newsletters and reports
- Afrolingo – translate IT and mobile phone texts and pharmaceutical companies' newsletters
- CambriLearn – edit CAPS and Cambridge school material
- Heinz Creative Studio – edit and translate marketing material
- ICON – execute linguistic validation and localisations, translate patient-facing brochures, informed consent forms and product descriptions
- Landbouweekblad – edit and translate articles for magazine
- Optimi – edit and moderate content of study guides
- Overberg Municipality – edit municipal by-laws
- Oxford University Press – edit and proofread textbooks
- Straker Translations – translate divorce decrees, academic transcripts and degrees
- Students and lecturers from universities in SA and abroad – theses, dissertations and academic articles
- Transperfect – translate patient-facing brochures and informed consent forms; linguistic validation of translations; review and quality manage of translations