

Contact Details

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Employment History

True Translations Pty Ltd – Director
December 2018 – current

Legal Translator and content writer

Areas of expertise: Contracts, Privacy/GDPR, Terms and Conditions
Plain Language Service: We re-write your legal documents for you in such a way that they make sense to your target (non-legal) audience, such as your employees, website users, etc.

Paper Plane Translations – Sole trader
February 2017 – December 2018

Legal Translator and content writer

(Legal) Translator – list of clients (non-exhaustive):

Waterlogic
Stichting Vluchteling
Exact Online
Delifrance Nederland
The Language Lab
Coolblue
Xplanation
Lingo24
LawTank

Content writer – list of clients (non-exhaustive):

Larive International
Dutch Review
Waterlogic
Freelancer.nl
Magna Tyres

Bellcourt Strata Management

March 2016 – March 2017

Assistant Strata Manager

Responsibilities/ Achievements

- Arrange quotes; sent/ follow up work orders; first point of contact for owners, contractors and managing agents; assist Strata Manager with preparing AGM's, Insurance (claims), Lodging By-laws; Build and maintain relationship with owners/ contractors; send end of month/quarter financials to COO after strata manager has checked; Send Letters / breaches as required by the Strata Manager; Sort and action incoming emails and where unable to action forward to the strata manager; to read and code standard invoices and get the appropriate approval for payment from the strata manager or councillors.

BOSS Real Estate

March 2014 – March 2016

Strata Management/ Front Office Administrator/ Sales Assistant/ PM Assistant

Responsibilities/ Achievements

- Strata Management:
Maintenance, Budgets, AGMs, Site inspections, Insurance (claims); Council of Owners meetings, By-laws, Strata Plans; Strata management Agreements
- PM Assistant:
Home Opens (Sales and Rent); Inspections; Management Authorities; Maintenance; REST; Arrears; FileSmart; PCR's
- Sales Assistant:
CMA's, PriceFinder, MyDesktop (Adverts and database use), Offer & Acceptance's, Listing agreements, Disclosure forms (REI Forms); Settlement duties
- Front Office:
General reception and administrative tasks; Key register; First of point of contact phone and walk in; PA to the principal

State psychiatric hospital and correctional facility 'de Kijvelanden'

July 2011 – August 2013

Legal Officer

Responsibilities/ Achievements

- Write evaluation reports for court hearings
- Document preparation for the department of Justice;
- Meetings with patients

Additional work experience

- President at the Rotterdam Law Society (Juridische Faculteitsvereniging Rotterdam);
- Board member of the Labour party (PvdA) in Rotterdam;
- Tutor at After's Cool - Rotterdam
- Member of the Union (CNV) workgroup Social Affairs;
- 'Big Sis' at Big Brothers Big Sisters Rotterdam;
- Tutor and mentor at the Erasmus University;
- Volunteer at the Salvation Army (Youth activity officer).

Education/ Qualifications

Erasmus University Rotterdam

Rotterdam, the Netherlands

Master's degree in Dutch Law

Specialised in anti-discrimination and cultural (criminal) law

Master Thesis: 'The mere-fact-construction'. Discrimination of homosexual teachers in religious schools

For a complete list of courses (with grades) that form part of this Master's degree, I'm more than happy to provide with a transcript.

Completed: 07/2011

Erasmus University Rotterdam

Rotterdam, the Netherlands

Bachelor's degree in Dutch Law

Thesis topic: Allowing cultural defences in criminal court – possible effect on sentencing.

For a complete list of courses (with grades) that form part of the Bachelor's degree, I'm more than happy to provide with a transcript.

Completed: 07/2009

ATA – Perth, Western Australia

Advanced TESOL Certificate (Teacher of English to Speakers of Other Languages)
Completed 2017

University of Groningen - online
Understanding the GDPR
Completed 2018

Skill Summary

Courses/ Certificates:

- C2 Certified Level of English (Native) – The British Council
- Understanding the GDPR – University of Groningen (online)
- ATA College – TESOL (Teaching English as a Second Language)
- A100 – Introduction to Strata Community Management
- Sales Representative/ Property Manager Registration – REIWA (Real Estate Institute of WA)
- Writing policy documents;

Non-Technical Skills:

- Strong team orientation skills;
- Analytical thinking
- Creative writing
- Great problem solving skills;
- Good presentation and organisational skills;
- Punctual, excellent eye for detail
- Ability to work autonomously;
- Language skills: Dutch (mother tongue), English (fluent – IELTS overall score 8.5 out of 9), German (basic)

Computer skills:

- Word, Outlook: advanced; Excel, PowerPoint: good.

References:

To be advised.