

Sharon Vandermerwe, B.A.

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PERSONAL PROFILE

Sharon Vandermerwe holds a **Bachelors degree (English Literature, German, Linguistics, History of Art)**, a Project Management diploma, a certificate in html/css and web design, as well as a TEFL diploma, amongst others.

She has recently been invited to apply for a place on the **Mphil Literary Translation** degree at Trinity University, Dublin, Ireland.

With **20+ years' experience** in **translating, developmental editing, copy editing, proofreading, copywriting** and translating, her strengths are that of a **multi-lingual editor, writer and wordsmith**.

A native English speaker, fluent in **German** and **Afrikaans** and with a strong proficiency in **Dutch**, she relocated permanently to Ireland in 2012, and is based in Dublin. Her professional website is at: www.writingperfection.expert

The services she currently offers include:

- **editing, proofreading** and reviewing
- professional **translation** of materials including medical, literature, technical, website and travel
- **copywriting** including blogs
- writing for the web / digital copywriting
- **voiceover** services

The services she has previously offered include:

- **marketing** & communications specialist
- client account management
- project management (creative arts sector)

Her high integrity, **strong work ethic** and creativity bring tremendous positive energy to clients and projects, and she subsequently maintains positive ongoing relationships with past employers and clients alike. References are available on request.

QUALIFICATIONS

- **Bachelor of Arts** University of the Witwatersrand, Johannesburg, South Africa 1990
(English Lit. III, Classical Civilizations III, History of Art II, German I, Linguistics I)
- **H. Cert Project Management** Damelin Business College, Johannesburg South Africa 2002 (Distinction)
- **ICDL** Computer Society of South Africa 2002 (Distinctions) (Advanced MS Word)
- **TEFL** International Career Institute (i-C-i Ireland) 2005 (English language tutor)
- **Certificate in HTML/CSS, SEO and Web Design** Raffles Business College, Auckland, New Zealand 2009
- Various in-house certifications incl. People Management, Business Development, GDPR Compliance
- In process: Advanced Diploma in Editing and Proofreading (Centre of Excellence, UK, 2021)

PROFESSIONAL MEMBERSHIPS

Professional Editors' Guild <https://www.editors.org.za/ViewMemberProfile.aspx?id=1091> ID Number: VAN077
Society of Authors Translators Association: www.societyofauthors.org/Groups/Translators SoA ID Number: 67073
SeNSE: Society of English-language professionals in the Netherlands

CAREER OVERVIEW

Developmental Editor, Proofreader & Literary Translator

2002 – 2012	Áthas Communications: Editor, Proofreader & Literary Translator (New Zealand)
2012 – 2020	Áthas Communications: Editor, Proofreader & Literary Translator (Ireland)
2020 - 2021	Word-2-Kindle.com: Contractual Developmental and Copy Editor and Proofreader

Digital Marketing Manager (Financial Sector)

2006 – 2009	Spicers Wealth Management (NZ): Digital Marketing & Communications
2009 – 2010	Tower Insurance – Financial Services Division (NZ): Digital Communications
2012: 4 mnths	Digital Marketing Specialist at Hisun Construction (Wicklow)
2015 – 2017	Pearse Trust – International Communications & Online Manager (Dublin)

Marketing & Communications (Financial Sector)

1991 – 1994	Investec Bank South Africa: Marketing & Communications Specialist (EN, NL)
1994 – 1995	FCB & LeoBurnett Advertising Agencies Client Account Manager (for ABSA Bank)
1999 – 2000	Commercial Union SA: Communications Manager - Risk Finance Division

Event Management (Creative Arts Sector)

2008-2020	Part time professional ballet company manager, planning & managing theatre events and performances in NZ and Ireland
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TRANSFERABLE SKILLS

Linguistic and Communication Skills

- excellent copywriting, editing and proofreading skills
- writing for the web
- research & report writing
- corporate PR communications, change management communications
- fluent English & Afrikaans, strong German, Dutch

Computer Skills

- Remote working tools: ZOOM, Harvest, Asana, Skype, Slack, Webex, GoToMeeting, etc..
- Advanced MS Word, Excel, PowerPoint, & Access skills
- Microsoft Dynamics Client Relationship Management Software
- Various bespoke CMS & CRM systems
- HTML, CSS, Dreamweaver, and other webdesign software
- Adobe Indesign, Acrobat, Photoshop and other similar programmes
- eDM bespoke systems
- Translator CAT Tools: MemoQ; SmartCat; MateCat; SDL Trados; XML; etc.

Leadership Skills

- Strong relationship building and networking skills
- Strong attention to detail and strong research and presentation skills
- Confident, articulate, clear thinker and communicator
- Attention to detail
- Easy to get along with, non confrontational, inclusive

Online translation tools and software include:

- Microsoft Office for Mac 2011, Version 14.7.1 ; Apple iSuite; Open Office; LibreOffice
- Windows 10, MS Office Suite
- iBooks Author; Kindle Create; Scribus; Swift Publisher 5
- SmartCat Online Platform 2019
- MemoQ, WordFast, MateCat, XML, OmegaT, Autshumato ITE (Afrikaans specific CAT tool)
- Jedit; SubEthaEdit; Bluefish HTML
- WavePad; Audacity; Wondershare Filmora9; MixPad

The areas I genuinely love working within include:

- editing and proofreading non fiction works as well as fiction writing - mystery, crime, sci-fi and fantasy
- social history, incl. Irish history, architecture & artifacts
- international art history & architecture, incl Irish historic & contemporary art
- university and third level education theses
- autobiographies and biographies
- literary translation into English & Afrikaans, from Dutch and German

I am responsive, reliable, conscientious, always meet deadlines and am easy to work with.

References available on request.