

# Martine Guébel

## Resume

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### Personal Information

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Born in 1969  
Belgian nationality

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#### WHAT:

- Translation EN/NL>FR
- Copywriting
- Editing
- Proofreading
- Authoring
  - User manuals
  - Online help
  - Demos
- Quality assessment
- UI evaluation
- Functional testing

### Language Skills

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French :	Native
English :	Fluent
Dutch :	Fluent
German :	Elementary

### Areas of Expertise

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IT, software localization, business, marketing, finance, contracts, disclaimers; Patient Information Leaflets (PILs), Consent Forms (CFs), clinical trials, New Drug Application (NDAs) etc.

### Professional Experience

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- 03-now – Senior freelance translator, copywriter, editor, proofreader, technical writer and functional tester  
– IS Coordinator and Technical Writer at [DG GROWTH](#), [European Commission](#), Brussels, Belgium
- 97-03 Translator, proofreader, copywriter, technical writer - Write! n.v.  
Projects include :
- **Software Documentation** i.e., designing online Help, user manuals and/or demos for
    - Banks : Dexia (PC Banking), BNP-Paribas (Geolink), Coutts Bank (CrownLine 2000), Isle of Mann Bank (MannCash 2000), Girobank (AccountManager), Westpac (Business DeskBank), Istituto Bancario San Paolo di Torino SPA (Links SanPaolo), Banco Espirito Sancto (BES Online), Bank of Central Asia (BCALink), ABSA (ABS FT Direct) and Yapi Kredi (Telerom).

– Laboratory management software companies : PGP (LPM Validation Station, Quality Control, Parameters), Meda.

– EC – Technical writing missions for the European Commission (DG-ENTR), including :

Newsroom Back-office	User manual and presentation of DG Enterprise & Industry news portal management tool.
ERASMUS for Young Entrepreneurs	Writing user manuals for young entrepreneurs wishing to participate in the Erasmus for Young Entrepreneurs exchange programme, and for Intermediary Organisations to manage applications and agreements.
CERTIDER	Testing the web application prior to live deployment to <a href="http://ec.europa.eu/enterprise/sectors/defence/certider/">http://ec.europa.eu/enterprise/sectors/defence/certider/</a> Writing a user manual and managing translations of the manual into all European languages.
CO2 Emissions	Testing the web application prior to deployment (CO2 emissions is a tool used to monitor the performance of EU Industry with regards to greenhouse gas emissions efficiency and competitiveness impacts of climate change policy, based on the principles of the Kyoto Protocol) Writing a user manual.
INTSUB	Writing a user manual to document the new online application that ENTR/R4 (Information and Documentation) uses to manage documentation requests.
NANDO-CPD	Writing a user manual to document the new online application designed to streamline the management of designated and notified bodies responsible for carrying conformity assessment procedures referred to in the Construction Products Directive (CPD).
EUDAMED	Writing a user manual to document the online application used to register medical actors, devices, EC certificates and incidents relating to medical devices known to be in the market in Europe.
etc.	

- **Translation/Localisation** i.e. interfaces, business documents, marketing and training material for Crédit Communal de France, ABN AMRO, Solid Data, KUL, PR Force, Dexia, Exxon, Option Facilities, La Poste, Krypton Automotive, FreeStyle Papillon mini meter (blood glucose monitory system), HP product sheets, menu cards for restaurant De Altena (NL), Zeeman meeting reports, 'Reopen911' Amercian website, Agilent, Abbott, Axis Communications, Intermap (GIS mapping software ), WWF Belgium, etc.
- Various writing, technical authoring, translation, copywriting or **proofreading** projects for Toyota (training : communicating the Toyota house-style, Citibank, BCEE, EZOS (documenting the WAP micro-browser), Access Accounting, Avis Fleet Services, CNCP, Walsh International, Katholieke Hogeschool Mechelen (preparing technical writing course and student material), etc.

- 94-97      Technical Writer, translator and language specialist - FICS (now S1), Brussels.
- 93-94      **Language teacher**, *Centre d'Enseignement Provincial*, Jodoigne  
Language teacher (evening classes), *Ecole Industrielle et Commerciale*, Wavre Translations

92-93      Language teacher, *Institut Saint Jean-Baptiste*, Wavre  
Language teacher (evening classes), *Athénée Royal*, Jodoigne  
Translations

## Computer Knowledge

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SDL Trados Studio  
Trados Freelance  
RoboHelp, Doc-to-Help  
DemoShield  
MS Office: Word, PowerPoint, Excel, Access  
PaintShop Pro, Paintbrush  
HTML Transit, Web Organizer  
Trados, Déjà Vu  
Knowledge Presenter  
Captive

## Education & Mambership

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*Licence en philologie germanique* (English, Dutch)  
U.C.L., 1991, Grande Distinction

*Agrégation de l'enseignement secondaire supérieur (A.E.S.S.)*  
U.C.L., 1991, Distinction

*Maîtrise en traduction* (speciality : English micro-economics terminology)  
Université de Mons-Hainaut, 1992, Distinction

Member of the Belgian Chamber of Translators and Interpreters / *Chambre belge des traducteurs et interprètes (CBTI-BKVT)*

## Miscellaneous

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Invited speaker at the European Online Help Conference, Glouster. Testimonial by organizers at [ecolinguae.com/ReferenceConf2000.pdf](http://ecolinguae.com/ReferenceConf2000.pdf).  
Research in lexicography and compared linguistics  
Author of a bilingual electronic English-French, French-English dictionary of finance, EcoMate2000 ([www.ecolinguae.com](http://www.ecolinguae.com))  
Proven writing skills - Awarded first prize in French Essay Contest organised by Rotary International (1987)  
Conscientious, analytical, self-organised

### PRICES:

- Translation EN/NL > FR :  
0,11 EUR/source word
- Copywriting : 0,04 EUR/word
- FR Editing : 0,04 EUR/word

(All prices are VAT excl.)