







DIONNE BERGRAAF

F R E E L A N C E T R A N S L A T O R

CONTACT

-  +31-686-276499
-  dionnebergraaf22@gmail.com
-  orkaan2020@gmail.com
-  Clemensstraat 6., Charlois, Rotterdam, Netherlands

SKILLS

- Writing
- Translation skills
- Proofreading
- Detail-Oriented
- SDL Trados Studio 2017
- Matecat
- Problem-Solving
- MS Office
- Project Management Tools
- Transcription skills

EDUCATION

ASSOCIATE'S DEGREE IN QUALITY ASSURANCE

2016 - 2018

BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE

2015 - 2020

ABOUT ME

As a translator, I specialize in English-Dutch languages, with three and a half years of experience in translations, writing, proofreading, and transcription. I started this journey with one specific mental image: a peaceful bay, a sailboat, and my beloved laptop.

I strive to provide top-notch translation services for various fields: finance, lifestyle, health, and technical. Moreover, I deliver proofreading and translation services that convey the original message precisely.

My translation standards align with my commitment to providing exceptional services that meet the highest standards of professionalism and expertise.

I commit myself as a professional translator to deliver quality work. I aim to provide quality translation services beyond your satisfaction and help you accomplish your mission. Thank you for taking your precious time to consider my services.

EXPERIENCE

FREELANCE TRANSLATOR

2020 - Present

- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Compiled information on content and context of data to be translated for the intended audience.
- For translation accuracy, referred to dictionaries, lexicons, encyclopedias, and computerized terminology banks.
- Read written materials, such as legal documents, scientific works, and news reports, and rewrote material into specified languages.
- Discussed translation requirements with clients and determined any fees to be charged for services provided.
- Adapted software and accompanying technical documents to another language and culture.
- Edited and revised translated materials.
- Checked original texts and conferred with authors to ensure that translations retained the original material's content, meaning, and feeling.

LANGUAGES

English

Dutch

REFERENCES

FAUZIA CLARENDAAL

Prowebfocus

Email : fauziacarendraal@gmail.com

DAPHNE DRUIVENTAK

Su's Sub Services

Email: daphnedruiventak@gmail.com

FREELANCE WRITER & EDITOR

2019- Present

- Revise written material to meet personal standards and to satisfy the needs of clients, publishers, directors, or producers.
- Choose subject matter and suitable form to express personal feelings and experiences or ideas or to narrate stories or events.
- Plan project arrangements or outlines and organize material accordingly.
- Prepare works in appropriate format for publication and send them to publishers or producers.
- Confer with clients, editors, publishers, or producers to discuss changes or revisions to written material.
- Conduct research using newspaper accounts, diaries, and interviews to obtain factual information and authentic detail.
- Collaborate with other writers on specific projects.
- Prepare, rewrite, and edit copy to improve readability or supervise others who do this work.
- Read copy or proof to detect and correct spelling, punctuation, and syntax errors.
- Review and approve proofs submitted by the composing room before publication production.
- Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- Read, evaluate, and edit manuscripts or other materials submitted for publication

TRANSCRIBER

2019- Present

- Check completed work for spelling, grammar, punctuation, and format.
- Gather, register, and arrange the material to be typed, following instructions.
- Compare information or figures on one record against the same data on other documents or with the original copy to detect errors.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper terminology.
- Perform data entry and retrieval services, providing data for inclusion in records and transmission to clients.
- Transcribed reports and dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Decided which information should be included and excluded in reports