

CURRICULUM VITAE

PERSONAL DETAILS

NAME Emile John Van Laer

DATE & PLACE OF BIRTH Saturday January 24th 1976, Reading, England

HOME ADDRESS 71 Prince St.,
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EDUCATION

1994-99 University of St Andrews, St Andrews, Fife, UK

1987-94 Merchant Taylors' School, Sandy Lodge, Northwood, Middlesex, UK

1981-87 Dr Triplett's Church of England Primary School, Hemmen Lane, Hayes, Middlesex, UK

ACADEMIC QUALIFICATIONS

DATE	SUBJECT	GRADE
DEGREE LEVEL STUDIES		
October 1994- June 1999	M.A.(Hons) German	2:1
SUB-DEGREE LEVEL STUDIES		
October 1994 - June 1996	Scottish History	B
	Italian	B
A-LEVEL		
June 1994	German	A
	English Literature	A
	History	A

OTHER QUALIFICATIONS

September 1999- February 2016 Attended SAP-certified training courses for MS Office applications, TRADOS (Workbench and Studio), SAP proprietary translation systems and procedures, copy editing and basic HTML and website authoring

Member of **BDÜ** (German Association of Interpreters and Translators) and **ATINS** (Association of Translators and Interpreters of Nova Scotia).

EMPLOYMENT

March 2016-to date

Working as a freelance translator (DE-EN), with focus on translation and proofreading in the following areas:

Software/IT: User interface, documentation and training materials (extensive experience with SAP, insurance, supply chain management and logistics systems)

Technical: Manuals and marketing materials for a range of industrial sectors (incl. plastics, bulk materials, selective laser melting, vehicle engines and transmissions)

Sport: Motor sport (DTM, rally, rallycross), football, golf

January 2013-February 2016

Resource Manager for SAP Language Services (SLS), SAP AG, Walldorf, Germany – responsible for allocation of translation projects to SAP Language Service Partners (LSPs) for the following languages: German, English, Swedish, Slovenian, Croatian and Serbian.

Also worked closely with the SAP Procurement organization to ensure competitive pricing.

Involved in major strategic project to ensure contractual compliance at SAP and at LSPs regarding working with external translation resources. Also responsible for maintenance of the SLS presence on SAP Service Marketplace, the main information resource for LSPs.

December 2007-December 2012

Resource Coordinator for SLS, SAP AG, Walldorf, Germany – responsible for allocation of translation projects to SAP LSPs for three groups of EMEA languages: Nordics, Baltics and Balkans.

September 1999-December 2007

Translator, SAP AG, Walldorf, Germany – eight years' translation experience in the Insurance and Financial Accounting departments (with primary focus on the *FS-CD Collections & Disbursements* and *FS-PM Policy Management* products), responsible for system interface texts, online documentation, marketing material and terminology maintenance. Responsible for coordination of translation projects with external agencies.

June-September 1998, December 1998-January 1999, June-July 1999:

Customer Services and IT consultancy, AJR International (UK) Ltd, Swallowfield Way, Hayes, Middlesex

September 1996-June 1997:

Employed by the Government of Lower Saxony, Germany, to work as a teaching assistant at the Bismarckschule, Hanover

OTHER INTERESTS

I am involved in coaching youth soccer on the South Shore of Nova Scotia and played for the SAP translators' team in a range of tournaments in the Rhein-Neckar region during my time in Germany. I was involved in researching a [history of Hayes FC](#) and also write occasional articles for *When Saturday Comes* magazine, both for the [online presence](#) and the print edition.