

## **KIM SPIJKER**

Native language **Dutch**, but my English is near-native

Translations: *English to Dutch and visa versa. Very experienced in General content, manuals and novels. I can do light legal, medical and technical.*

Also offered: editing, proofreading transcribing and copy typing in both languages.

I am on GMT +2 (in western winter time) or GMT +1 (in western summer time), I stay in Malawi.

I don't do heavy legal texts. For very short deadlines I will have to charge higher than my normal rate per source word.



### **Language skills:**

Dutch: speaking, reading and writing fluently /// Translation Dutch <> English

English: speaking, reading and writing fluently /// Translation English <> Dutch

Afrikaans: understanding and reading fluently, speaking basic

### **Experience:**

Translation of manuals (technical like air conditioners and less technical): 8 years

Translation of medical leaflets: 8 years

Translation of contracts: 8 years

Translation of articles of association: 8 years

Translation of diploma's and certificates: 8 years

Translation of police reports and court sessions: 6 years

Translation of bank statements and invoices: 6 years

Translation of stories and letters: 8 years

### **Education:**

1998 – 2003: Master Archaeology Medieval and Modern Times of Western Europe at the University of Amsterdam. Minors: medieval history of Europe and building archaeology

1997 – 1998: Bachelor diploma European Archaeology at the University of Amsterdam

### **Working experience:**

2009 – present Freelance translator for: Rhyme & Reason Translation/ Ideal Lingua Translations/ / Sprachenmax / Cutting edge/ Al Belyaev Globale Kommunikation / Knowledge works/ TRADUMAX/ Advika/ iHero/ Shakti Enterprise/ LocanTan Translations/ Somya Translations.

2011- present Administration Service Employee with Medlife Financial Service  
2010 – 2011 Personal Assistant of the Managing Director of ZF Construction Ltd. My tasks are mainly secretarial.

2010 – present Bookkeeper Medlife Financial Services (Malawi).

2009 – 2010 Office manager Tiyeni Publishers Ltd. My tasks entail managing the office staff, preparing and screening the classifieds, organising printing and distribution of the paper and bookkeeping (Malawi).