

Minnie Hildebrand Maree

Linguistic services: Technical writing; copyediting; proofreading & translations

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<https://editorsinc.wordpress.com/>- where samples of all technical documents can be downloaded

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Personality Traits

I have worked as a freelancer/contractor (fixed and short-term) for three decades where I have gained experience as an analyst, strategist, researcher, writer, editor, translator and project / programme manager. My work for the past 15 years focused on, inter alia, water, sanitation, climate change and renewable energy. Before this, I spent many years working in the education sector - tertiary education and community-college levels. I have a good grasp of the medical and pharmaceutical industries, having worked as a strategist for a contract pharmaceutical manufacturing company for a number of years and spending my young professional life as a Radiographer.

I am focused, energetic, healthy and a great networker. My pragmatic attitude to expected and unexpected challenges makes me an easy team member to work with; I stick to deadlines; I have a good sense of humour; and I am a positive team player and team leader.

I am multi-skilled, reliable and a talented linguist (writing, copyediting and translating). My diverse experience has equipped me for complex documentation/translation/editing tasks, supported by a very solid skills and knowledge base. I believe that a good translation hinges on the writing and editing capabilities of the translator as well as the ability to contextualise specific subject matter.

Specific Skills

* Familiar with translation software tools – CAT tools compatible with Mac OS, (compatible with Trados), and all MS Office programmes, including MS Publisher. CAT tools currently in use: Wordfast Pro 5, CafeTran, Smartcat, Protemos, Plunet, MemSource.
* I work on an Apple Mac OS and have experience of both Windows and Mac operating systems.
* I write well in understandable, easy English, without jargon or buzz words. I am a very thorough copyeditor and translator and work well with authors and publishers.
* I have a very good grasp of all the tenets of managing large volumes of content for publication in multi-author books and for website use. I have worked extensively with project teams, authors, developers, publishers and web designers. Combined with my writing and copyediting skills, content management is a natural completion.
* My language skills include: English (mother tongue), Afrikaans (mother tongue), Dutch (understand and read 100%, writing and speaking 50%) and German (understand and read 75%, speaking and writing 30%). I focus on English writing and copyediting and on Dutch-English and Afrikaans-English translations.
* My sector skills include: water; sanitation; environment; climate change; renewable energy; energy efficiency for low-income housing; development administration; poverty dynamics; education and training (tertiary and community college levels); medical and pharmaceutical; technical (machinery and engineering); general marketing and legal documents.



Abbreviated Linguist-specific Work Experience

Translations

**LUDEJO B.V. Oct 2017 - ongoing** (Amersfoort): Technical engineering, medical, legal & marketing documents - Dutch to English, editing and proofreading (Protemos)

**Translavic B.V. Jul 2016 - ongoing** (Rijssen): Different subjects (mainly legal and medical) – translation Dutch to English (Plunet)

**EasyTranslate Nov 2017 - ongoing** (Netherlands): Marketing & engineering: Both MT editing and Manual translation (Dutch to English)– Platform for various clients.

**Vertaal.nl Oct 2015 - ongoing** (Netherlands): General documents – marketing, technical and medical: MT editing and Manual Translation (Dutch to English) (Smartcat)

**SwahiliSpace May 2016 - ongoing** (Naivasha): Different subjects – translations only, Dutch to English (Manual and CAT tool translations)

**Gist translations: Jonckers agency Aug 2015 - ongoing** (Brussels) Medical invoices to insurance companies (Company software) Dutch to English

**FitForMe Aug 2015 - ongoing** (Rotterdam) Medical: All company translation for nutrition company (<30,000 words) (Dutch to English) (Smartcat)

**Med.Solution Sept 2015 - ongoing** (Moscow): Medical: Diagnostic Reports (Dutch to English) (Memsource)

**KAJF Translations April 2018**

(Stockholm): Medical: Obstetrics patient reports (Wordfast Pro 5) Dutch to English

**Grahams Pharmaceuticals Jun 2005 - 2009** (Cape Town) Business Plan and Corporate Growth Strategy. All product dossiers and business correspondence translated from Afrikaans to English.

**Reklame Studio van Laatum Jan 2010 – Dec 2018**

(Haarlem, The Netherlands): Translations (Dutch to English) for this small advertising agency.

Linguistic services

**Technical Tender Writer Jun 2015 – Ongoing RODECO Consulting GmbH**

**Planner & Tender Writer (Bad Homburg, Germany):** Planner, methodological analyst and tender writer for broad- based water and sanitation tenders to be executed in various African countries – refugee camp and slum focus.

**Technical Tender Writer Jun 2017 – Ongoing** *Human Dynamics (Austria)*

Full methodology for multi-million Euro international tenders. All logical framework foci followed in a chronological order. I’ve had a 100% success rate for the tenders awarded.

**Proposal reviewer / Writer Jan 2018–Dec 2018** *European Commission*

8 x year I receive SME innovation proposals to review and write a report to recommend funding (or not).

**Technical Writer / Strategist / Translator Jan 2009 - present**

**IKD International Know-how Transfer and Business Development GmbH**

**Consultant (ongoing) (Berlin, Germany):** Planner and strategist to create the Renewable Energy Development Hub, South Africa (RED Hub-KZN). The RED Hub-KZN is a private initiative of a consortium of South African and German companies and universities that intend to establish a technology-innovation hub, which includes a business incubator, supporting the development of the renewable energy sector in southern Africa. Where source documents are in German, I translate them into English.

**Copyeditor / Translator Jan 2011 – Dec 2014 IRC International Water and Sanitation Centre**

**Linguist / Consultant (on-going) (Den Haag, The Netherlands):** I contract for the IRC as content and copyeditor on various publication types, such as proposals, thematic overview papers, policy papers, etc. All the IRC work pertains to water and sanitation services to low-and middle-income countries. Where source documents are in Dutch, I translate them into English.

**Technical Writer Mar 2013- Dec 2013 International Water Association**

**Linguist / Consultant (Den Haag, The Netherlands)**- Human Resources Capacity Gap: The first task was to distil ten third-world country research reports (±150 pages each) pertaining to human resources capacity gaps in the water and sanitation sectors into short, sharp briefing notes for general publication. The second task was to work in a two- person team to draft a global synthesis report on trends and recommendations to overcome the human resources capacity gap in the water and sanitation sectors.

**Technical Writer / Translator Jun 2013 - Oct 2013 European Water Partnership**

**Linguist / Consultant (Brussels, Belgium):** INNOWATER technical writer for two Period Reports (P6 and P7), the Final Technical Report and Synthesis Report. INNOWATER was a European Union project that ran into difficulties towards the end of the project when their funding was withheld as a result of sub-standard reports. I was contracted to rewrite some of the Period Reports and the final products. Where source documents were in Flemish (Dutch), I translated them into English.

**Communications and Content Manager Jan 2010 - Dec 2013 International Water Association**

**Consultant (Den Haag, The Netherlands):** Communications and information dissemination for two EU-funded projects:

1. BESSE (Brokering Environmentally Sustainable Sanitation in Europe): all communication and information dissemination, specifically:

* Editor, copywriter and publisher of 6-monthly newsletters
* Management of BESSE website: Intranet, extranet, CMS application, and survey tools, web forms
* Content management
* Writing and publishing the BESSE Policy Brief Series
* Quality assurance – style and quality of documents written by non-English partners

2. PREPARED, Enabling Change (a Europe-wide climate change project): preparing 12 cities in Europe for the consequences and impact of climate change. The project had 36 consortium partners.

* Editor, copywriter and publisher of the first 3 newsletters
* Website construction and management
* Writing all content for the website
* Content management and coordination
* Quality assurance – style and quality of documents written by non-English partners



**Director Jan 1986 - Dec 1995 / Jul 2005 - Dec 2008**

 **The Research & Management Agency**

**Main business focus (Johannesburg, South Africa):** Technical writing, conference documentation, communications materials, translations (Afrikaans – English), copyediting and research.

**Client spectrum:**

* **Graham’s Pharmaceutical,** Cape Town: Author and conceptualisation of Business Plan and Corporate Growth Strategy. All product dossiers and business correspondence translated from Afrikaans to English.
* **Johannesburg Social Housing Company (Joshco):** Media and Events Campaign for the Mayor of Johannesburg; All publicity (press releases, articles) to launch 6 social housing projects – including a video production. <http://www.joshco.co.za/>
* **Bill and Melinda Gates Foundation**: Part of an international team exploring a possible future donor focus for the Gates Foundation <http://www.aguaconsult.co.uk/uploads/pdfs/Main_Report_FINAL_Apr2007.pdf>
* **The National Department of Housing South Africa and the Danish Government.** Case Studies: Successful Energy Efficiency Projects in Low-Income Housing in South Africa and Energy Efficiency in Low Income Housing. All Afrikaans source documentation translated.
* **SA Chamber of Mines and the University of the Witwatersrand:** Funding Models in Corporate Social Responsibility Programmes in the Mining Sector in South Africa. All Afrikaans source documents were translated into English.
* **Creative Associates, Washington DC, US.** Community Education in South Africa. All Afrikaans source documents were translated into English.
* **USAID, EU, CIDA, SIDA:** Research, surveys, feasibility studies, impact evaluations.
* **National Commission for Higher Education (NCHE); School of Governance, University of the Western Cape:** Consultation conferences coordinated over a 3-year period. All conference documentation written, edited and published. All Afrikaans source documents were translated into English.
* **World Health Organisation’s Water and Sanitation Collaborative Council, Geneva:** Publications, press releases and translations) during the Johannesburg World Summit on Sustainable Development (WSSD). Translations were managed by a number of linguists, proficient in different languages.

Publications

* Cathrine Knox, *The Buxton Babies 1917 – 1987: The Story of the Struben Memorial Homes and the Lady Buxton Home*, (1987), Minnie Venter[1] Publisher, Cape Town, South Africa Minnie Venter (undated), Report on District 6, in Black Sash Archival Collections in South Africa: a Guide, (2006) Rona-Jean Souter, The Black Sash and University of Cape Town Libraries, South Africa.
* Minnie Venter (ed.), (1994), *Prospects for Progress: Critical Choices for Southern Africa*, Institute for the Study of Public Policy, University of Cape Town and published by Maskew Miller Longman, South Africa.
* Minnie Venter with T E Manyika (1990), Democratisation and the impact on critical issues in *Critical Choices for South Africa: An Agenda for the 1990s,* Oxford University Press, Cape Town.
* Minnie Venter and Charlene Houston (1997), Is Consensus Possible? in *Globalization in Adult Education and Training: Impact and Issues*, Zed Publishers, England and University of the Western Cape, SA.
* Minnie Venter (ed.), (1993), *Emerging Provinces and Governance in Land, Property Rights and the New Constitution*, Community Law Centre, University of the Western Cape, South Africa Minnie Venter and Minna Anderson (eds.), (1993), Resource Allocation, Land and Human Rights in a New South Africa, in Land, Property Rights and the New Constitution, Community Law Centre, University of the Western Cape, South Africa.
* Minnie Venter (ed.), (1993), *Southern African Migrancy and HIV/AIDS*, National AIDS Labour Project, University of Cape Town, South Africa.

* Minnie Venter (ed.), (1995 - 1997), *Restructuring of the Higher Education System in South Africa*, National Commission on Higher Education and Tertiary Education Programme Support, Johannesburg Conference Proceedings, South Africa.
* Minnie Venter (ed.), (1995 - 1997), *Student Financial Aid Scheme*, Conference Proceedings, National Commission on Higher Education and Tertiary Education Programme Support, Johannesburg, SA.
* Minnie Venter (ed.), (1995 - 1997), *Transformation of the Higher Education in South Africa*, Conference Proceedings, National Commission on Higher Education and Tertiary Education Programme Support, Johannesburg, South Africa.
* Minnie Venter, (1995), *An Introduction to Community Colleges in South Africa*, Tertiary Education Programme Support, Johannesburg, South Africa.
* Minnie Venter-Hildebrand, (2000), *Help Manual for Rural Water Credit*, Mvula Trust, Johannesburg, SA.
* Minnie Venter-Hildebrand, (2003 - 2005*), KwaZulu-Natal Schools Sanitation Programme*, Document series (policy frameworks, business plans and funding proposals), Umgeni Water, Pietermaritzburg, SA.
* Minnie Venter (ed.), (1993) *Academic Freedom and University Autonomy*, Conference documentation, University of Ford Hare, South Africa.
* Minnie Venter-Hildebrand, M., K. Pelpola, P. Smith and N. Breslin (2000). *Designing Water and Sanitation Projects to meet Demand: The Engineer’s Role*. Back to office report on field visit to South Africa, 9 – 26 May 2000.
* Minnie Venter-Hildebrand, (2003). *The value of indicator tools for managing development progress.* 29th WEDC International Conference, Abuja, Nigeria, Publisher: Water, Engineering and Development Centre, Loughborough, UK. Wedc.lboro.ac.uk

*[1] Venter is a previous married name*

Education

**University of South Africa (UNISA) Feb 1985 - Nov 1987** *Bachelor of Arts (BA)*

Majors: English, African Politics and Foreign Aid

**University of South Africa (UNISA) Feb 1988 - Nov 1989 BA Honours - post graduate**

Post Graduate - Hon BA (Dissertation: Post-Apartheid Economic System, Dep. Development Administration) **National Department of Health Jan 1973 - Dec 1976**

**Diploma Diagnostic Radiography**

* Three-year diploma in all aspects of diagnostics radiography
* Academic subjects included physics, physiology, anatomy, osteology, kinesiology, and psychology.
* Electronics, including chemistry and physics of electronics and radiology.

**Public Relations Institute of South Africa (PRISA) Jan 1977 - Nov 1977 Diploma Public Relations**

* One-year diploma in writing, copyediting, translations,
* The use of different media types, relationship building
* Publishing principles
* Events planning

*[For Google search results, use both Venter-Hildebrand and Hildebrand]*