

REINOUT STEIJLEMAN

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<http://www.proz.com/profile/1920742>

January 20, 1985
Belgian
Driver's licence B, own car
Skype: reinoutst
accepted currencies:
Euro, Pound Sterling, U.S. Dollar

PROFESSIONAL EXPERIENCE

Freelance Translator

Project: **CFL World Cup 2014**

- Transcription of Dutch, German and Spanish spoken interviews concerning the FIFA 2014 World Cup and translation to English

Project: **UDO BAER**

- Translation and proofread of the German print and online catalogue to Dutch for the German specialist in office design Udo Bär

Project: **LampenWelt**

- Translation of the German webshop Lampenwelt.de to Dutch

April 2014 – present
June 2014 – July 2014

November 2014 – February 2015

December 2014 – March 2015

WYNNS (Sint-Niklaas) – Customer Support Agent

- Receive and process incoming orders
- Inform customers on delivery time and prices
- Coordinate orders for German, Belgian and British market
- Deal with invoice follow-up (credit notes, treat files)

November 2010 – September 2014

DECTEL (Ghent) – Internal Sales for German Market

- Receive and process orders for German market
- Maintain contacts with suppliers (a.o. Price setting)
- Deal with stock supply follow-up and ensure timely stock replenishment

April 2010 – October 2010

FOD FINANCIEN (Brussels) – Translator/Proofreader

- Translate Financial and Legal texts into German, Dutch and English
- Revise texts

March 2008 – April 2010

EDUCATION AND TRAINING

Diploma **Master in Translation**

(German major language –Spanish minor language)
Hogeschool Gent

2003 – 2007

EU Erasmus stay of 6 months at Fachbereich angewandte Sprach- und Kulturwissenschaft
Johannes Gutenberg Universität Mainz

2005 – 2006

LANGUAGE SKILLS

Dutch	mother tongue
German	native speaker level
English	proficient user
French	proficient user
Spanish	proficient user

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook)
SDL Trados Studio 2014
Google Translation Manager

HOBBIES

Football
Reading
Gaming