

CURRICULUM VITAE

Personal details		
Name	Akkerman, Margaretha Maria	
Date of birth	23 January 1969	
Place of birth	Soesterberg, the Netherlands	
Nationality	Dutch	
Address	Amsterdamsestraatweg 1039 Utrecht, the Netherlands	
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Education		
1981 - 1987	Atheneum (grammar-type school) - Christelijk Lyceum Zeist	
1987 - 1994	English language and literature - RUU (University of Utrecht) Specialities: International politics, Translation	
Employment		
1989 - 1993		Various jobs through temporary employment agencies
1994 - 1995	Translation bureau Language Unlimited, Utrecht	Traineeship as a translator (Dutch, English, German) <ul style="list-style-type: none">▪ translating, office management
1995 - 1997	Staefa Control System B.V., Maartensdijk / Landis & Staefa, Gouda	Translator (Dutch, English, German) <ul style="list-style-type: none">▪ translating, correcting, editing of: manuals, software and online help, business correspondence, brochures, (computer-based) training, business presentations▪ DTP, proof-reading▪ planning and consultation
1997 Jan.- June	Temporary employment agency	Various translation projects: <ul style="list-style-type: none">▪ translating, editing, DTP, planning and co-ordination
1997 July - Dec.	Translation bureau Wordworkers, Utrecht	Technical translator (automotive) <ul style="list-style-type: none">▪ translating (Dutch, English, German), editing, terminology maintenance
1998 Jan. - May	Freelance assignments	Translator

1998 June –2000 Mrch	Oracle Nederland B.V.	<p>Language Specialist</p> <ul style="list-style-type: none"> ▪ planning, administration, budget control ▪ support of translation vendors ▪ file management, quality control ▪ set-up of quality and procedure guidelines ▪ hiring and supporting temporary resources ▪ translating and testing software and online help
2000 April - 2002 May	PeopleSoft B.V.	<p>Translation Coordinator and back-up technical support</p> <ul style="list-style-type: none"> ▪ planning and administration of translation projects ▪ support of on site translators ▪ organizing project presentations and training ▪ file and terminology management, quality control ▪ set-up of quality and procedure guidelines ▪ translating and testing of software and online documentation ▪ administration and troubleshooting software/translation tools ▪ network, application server and database maintenance
2002 June - 2003 Feb.	FROG Navigation Systems	<p>Technical writer / translator</p> <ul style="list-style-type: none"> ▪ writing and editing service, software and user manuals ▪ translation of business letters, training material and manuals ▪ converting technical drawings to illustrations ▪ file, version and terminology management ▪ set-up of quality and procedure guidelines ▪ project planning and consultation
2003 Mrch – 2005 July	CODA N.V.	<p>Localisation Support Specialist</p> <ul style="list-style-type: none"> ▪ analysing and editing source files, preparation Translation Packs ▪ maintenance support website and bug database ▪ support of on site translators and external translation agencies ▪ testing software, quality control
2005 Aug – Dec.	DDS B.V.	<p>Technical writer / translation coordinator</p> <ul style="list-style-type: none"> ▪ writing and editing technical documentation

- converting technical drawings to illustrations
- project planning, preparation, coordination and administration
- file management, terminology management and quality control

Languages

Dutch	very good
English	good
German	good
French	fair

Computer knowledge

Word processors	WP, Microsoft Word (layout, templates and macros), UltraEdit (for file conversions and regular expressions)
Publishing	Pagemaker, Framemaker, Visio, Powerpoint, Xmetal
Design	Paint Shop Pro, Photoshop, Illustrator
Web	Basic knowledge of HTML and XML, Dreamweaver
Database	Excel, Filemaker pro, Termstar, Multiterm (including administration and maintenance)
Translation tools	Trados Translators Workbench (including administration and maintenance), Translation Manager, Passolo, Transit
File management	WinCVS, basic knowledge of Dos and Unix shell, FTP, Vmware (maintenance of non-Latin 1 images)

Training

Oracle	Oracle Management Overview (functionality of Oracle tools & SQL)
PeopleSoft	PeopleTools I & II, SQL/SQR for PeopleSoft, Introduction to HR, PeopleSoft Server Administration
UCK	Web design course
CODA	Overview CODA-Financials, XML