

GUDRUN VAN DER POTEN

FREELANCE TRANSLATOR/PROOFREADER/COPYWRITER

CONTACT

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EDUCATION

Syntra Limburg
Social Media Consultant, 2020

Erasmushogeschool Brussels
Master of Applied Linguistics:
French and Italian, 2004-2008

Ghent University
Master of Linguistics and Literature:
Germanic Languages, 2000-2004

LANGUAGES

Dutch as mother tongue
Proficiency in French, English and Italian
Intermediate level of German

SOFTWARE

Microsoft Office
Trados SDL (Studio 2019)
Dreamweaver, Joomla, Wordpress

WORK EXPERIENCE

NIFE TRANSLATIONS,
FREELANCE TRANSLATOR/PROOFREADER/COPYWRITER
MARCH 2012 - PRESENT

- Translating from French, English and Italian into Dutch/Flemish
- Proofreading, copywriting
- Experience in a wide variety of genres (press releases, articles, reports, newsletters, meeting reports, contracts, mailings, slogans, menus, ...) and domains (construction, IT, media, marketing, advertising, gastronomy, tourism, fashion, healthcare, telecommunications, ...)

LU'S PARAGRAPH,
TRANSLATOR/PROJECT MANAGER
SEPTEMBER 2010 - FEBRUARY 2012

- As a translator: translating commercial, technical and legal texts, manuals, surveys, etc. from French and English into Dutch; revising and editing, proofreading, all with the greatest accuracy, creativity and velocity
- As a project manager: applying the finest organizational skills throughout the entire work flow

MUNICIPALITY OF ANDERLECHT,
PRESS AND COMMUNICATION AGENT
JULY 2008 - AUGUST 2010

- Translating and editing the municipality newspaper (bilingual Dutch/French)
- Updating the municipality website
- Communicating with both citizens and personnel
- Organizing press conferences
- Preparing press releases