

CURRICULUM VITAE

PERSONAL DETAILS

Name: Ronald Buur, Dutch to English Translator
Telephone no.: +44 (0)758 127 6134
Fax no.: +44 (0)845 058 2585
E-mail: info@vertaler-londen.nl

QUALIFICATIONS

United Kingdom

2015 Dutch to English Translator DIPTRANS ENGLISH

The Netherlands

1992 - 1995	Dutch to English Translator	LOI (COURSE CERTIFICATE)
1986 - 1988	Senior General Secondary Education	HAVO
1982 - 1986	Junior General Secondary Education	MAVO
1984	Typist	STATE CERTIFICATE

WORK EXPERIENCE

United Kingdom

- 1997 onwards Dutch to English Legal Translator, freelance (full-time since 2002)

The majority of the work typically includes general terms and conditions, contracts, annual reports, websites, business correspondence and a wide variety of other legal, financial and commercial documentation. The work is performed in accordance with a few basic principles:

- Guaranteed delivery on the agreed date and time
- Immediate response to telephone, e-mail and fax (9am - 5pm GMT)
- Monthly invoicing at a fixed price of GBP 0.08 / EUR 0.10

SDL Trados is used as a CAT tool to guarantee the quality and consistency of all translations.

My objective is to translate assignments of returning end-users and to build and maintain a portfolio through the agencies. Recently, I started working with a number of agencies in the Netherlands in addition to my UK-based clientele. References are available on request.

- 1997 – 2002 Royal and SunAlliance, Bournemouth
Customer services assistant, promoted to Assistant Manager

The Netherlands

- 1992 – 1997 ODME, Eindhoven
Warehouse assistant / order desk clerk
- 1990 – 1992 Military service, conscription served in Germany
Basic military training / ambulance driver / medical orderly
- 1988 – 1990 Temping agencies, Heerhugowaard
Various jobs, mainly manual warehouse labour / order picking etc.

PROFESSIONAL MEMBERSHIP

The Chartered Institute of Linguists, IoL

The IoL serves the interests of professional linguists throughout the world and acts as a respected language assessment and recognised awarding organisation delivering Ofqual (Office of Qualification and Examination Regulation) accredited qualifications. The Institute is also actively involved in language issues at both a national and an international level.

Founded in 1910, the Institute now has over 6,000 Fellows, Members and Associate Members. It aims to:

- serve the professional interests of its members
- provide nationally accredited and other professional qualifications and set standards for language practitioners
- be an authoritative voice promoting the learning and use of languages, and the professional status of language work
- advise on policy and strategy affecting languages.

American Translators Association, ATA

ATA, founded in 1959, is the largest professional association of translators and interpreters in the U.S. with over 11,000 members in more than 90 countries. ATA's primary goals include fostering and supporting the professional development of translators and interpreters and promoting the translation and interpreting professions.

CHARACTERISTIC FEATURES

High level of organisation and flexibility, positive thinker with a can-do attitude, strong perseverance, ability to inspire others and a strong sense of responsibility

PERSONAL INTERESTS

Long-distance running, fitness, English language and culture