

# MASTER IN TRANSLATION

## PERSONAL INFORMATION

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### Helmut Van Poelvoorde

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- Telephone: +32 476 65 78 75
- Date and place of birth: 25 April 1974, in Hamme (O-VL)
- E-mail: [helmut.vanpoelvoorde@skynet.be](mailto:helmut.vanpoelvoorde@skynet.be)
- Nationality: Belgian
- Driving license B
- Member of Belgian Chamber of Translators and Interpreters – CBTI  
<https://www.cbti-bkvt.org/en/directory/887-helmut-van-poelvoorde>
- Source Languages: English, French, German, Spanish
- Target Languages: Dutch and English

## WORK EXPERIENCE

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### Freelance translator in secondary occupation

Since 2016

- For a client in the public sector: translation from French to Dutch and to a lesser extent from English to Dutch
- Translation of press kits and press releases, informative flyers
- Translation of cultural texts (cultural diaries, brochures, leaflets, etc.) for publication in promotional media
- Translation of official texts, agreements (speeches during official visits, conferences, general assemblies, etc.)
- Translation of legal texts and texts about urban planning
- Translation of documents about awareness campaigns and outreach materials
  
- For clients in the private sector: translation from French to Dutch (80%) and from English to Dutch
- Translation of legal texts and marketing texts

### Translator/Proofreader (employee)

Since September 2019

*Ministry of Defence, Brussels Evere*

- Translation of general, legal, and technical texts **from French to Dutch (80%) and from French to English (20%)**
- Examples of translated themes: directives for military and civilian personnel, meeting minutes, press articles about army exercises and missions, presentations about legislative changes, environmental charter, in the context of public tenders: technical specifications about heavy and light trucks and about armoured vehicles...
- The translation service is part of DG JUR, which is the legal affairs department of the Ministry of Defence
- **European policies, international/multilateral issues, development cooperation, environment, security, and legal matters are themes directly related to the Defence work context**

### Translator (employee)

August 2014 - July 2019

*Cabinet of the Minister of the Brussels-Capital Government for Environment, Energy and Housing Céline Fremault*

- Translation of general, legal, scientific, and public relations texts in the form of government notes, draft ordinances, government decrees, parliamentary questions and answers, interpellations, opinions of the Council of State, letters, speeches, press releases and newsletters **from French to Dutch (80%) and from Dutch to French (20%)**
- Translation from French to English of speeches given by the Minister
- Use of Microsoft Office and CAT tools such as SDL Trados Studio and SDL Multiterm
- Examples of translated themes: air quality and pollutants, arms and ammunition, assistance to persons, care for the disabled, child allowance, circular economy, climate change, crop protection products,

disputes concerning environmental permits, energy performance certificate, energy transition, Good Food strategy, management and remediation of contaminated soils, mobility aids, mobility tools, newcomers' integration, noise emission standards, plant protection products, renewable energy sources, rent benefit, sewage network, social action and poverty reduction, social housing, state reform and institutions, subsidies and budget, tenancy laws, waste collection, waste treatment, water pollution, ...

**Translator** (employee)

February 2010 – July 2014

*Cabinet of the Minister of the Brussels-Capital Government responsible for Economics, Employment, Scientific Research and Foreign Trade - Minister Benoit Cerecbe*

- Translation of general, legal, scientific, economic, and public relations texts in the form of government notes, draft ordinances, government decrees, parliamentary questions and answers, interpellations, opinions of the Council of State, letters, speeches, press releases and newsletters **from French to Dutch (80%) and from Dutch to French (20%)**
- Translation of speeches from French to English, inter alia in the context of the princely trade missions
- Translation from French to Dutch for the non-profit organisation Research in Brussels of, among other things, pedagogical projects in the context of the promotion of scientific studies among young people
- Use of Microsoft Office and CAT tools such as SDL Trados Studio and SDL Multiterm

**Proofreader/Translator** (employee)

November 2008 – February 2010

*Xplanation Language Services, Leuven – www.xplanation.com*

- Proofreading of translations (financial-economic, technical, and marketing texts) **from French, English, German, Spanish to Dutch** and drawing up quality reports on these translations
- Proofreading of translations from English to Dutch for the Official Journal of the European Union
- Translation of marketing texts for banks, corporate newsletters, product manuals and texts on solar lamps, scales, energy meters, paint spray guns, etc., from French, English, German, Spanish to Dutch
- Use of CAT-tools: in-house translation tool and Trados Translator's Workbench

Bilingual administrative assistant (employee)

October 2001 – October 2003

*Belnet (Internet Service Provider), Brussel – www.belnet.be*

- Drawing up contracts, producing small translations and general administrative tasks

Call center agent/ Assistance provider in the insurance sector (employee)

March 2000 – October 2001

*Benelux Assist, Brussel*

- Provision of assistance in French, Dutch and English in the context of housing and motor insurance

Call center agent (employee)

December 1999 – March 2000

*Europ Assistance Services, Brussel – www.europ-assistance.be*

- Call center agent (French, Dutch, English) at the information centre for Mobistar customers

Social worker (employee)

November 1996 – November 1999

*OCMW (municipal social services), Gent – www.ocmwgent.be*

- Social, psychological, and administrative assistance

## STUDIES AND TRAINING

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**Master in Translation**

2004-2008

*Erasmushogeschool, departement Toegepaste Taalkunde, Brussel - Universitaire Associatie Brussel*

- Language combination: English – Spanish, with distinction
- Master dissertation: drawing up a categorisation framework with CatTerm to prepare for the translation of specialised biomedical texts on haematology
- Work placement: Telelingua NV, Ukkel, proofreading of translations in August 2007

**French: Diplôme approfondi de langue française DALF C2 – utilisateur expérimenté**

2006-2008

*Alliance Française (Ministère de l'éducation nationale), Bruxelles – www.alliancefr.be*

- C2 is the highest level of the Common European Framework of Reference for Languages

German: Goethe-Zertifikat C1

2016

Goethe-Institut, Brussel – <https://www.goethe.de/ins/be/de/index.html>

- Prüfung C1 – Kompetente Sprachverwendung, Prädikat: sehr gut

Social work, socio-cultural work option

1992-1996

Hogeschool Gent

- Thesis subject: co- parenting and the new Service Decree
- Work placement: Belangenverdediging van Gescheiden Mannen en hun Kinderen (BGMK in Ghent)

Secondary education – commercial education

1986-1992

Sint-Maarteninstituut, Aalst

## SKILLS

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### KNOWLEDGE OF LANGUAGES

	Comprehension	Speaking	Writing
Dutch	Mother tongue		
English	Master	Master	Master
French	C2	C2	C2
German	C1	C1	C1
Spanish	Master	Master	Master

\*C1, C2 = levels in the context of the Common European Framework of Reference for Languages

### DACTYLOGRAPHY, SOFTWARE AND COMPUTER AIDED TRANSLATION (CAT) TOOLS

Dactylography	Approx. 60 words blind per minute
Microsoft Office	Good
Microsoft Excel	Average
Microsoft PowerPoint	Good
SDL Trados Studio (CAT)	Good
SDL Trados Multiterm (CAT)	Good

## INTERESTS

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- Reading in the above-mentioned languages of fiction, especially social and historical novels, and non-fiction: economics, philosophy, social and political sciences, science in general and history
- Member of a walking association, nature hiking
- Cooking, travel, visiting museums and theatre

## CREDENTIALS

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- Recommendations at <https://be.linkedin.com/in/helmutvanpoelvoorde>