

MASTER IN TRANSLATION

PERSONAL DATA

Helmut Van Poelvoorde

- Address: Huissegemstraat 2 - 21, 9470 Denderleeuw - Belgium
- Phone: +32 476 65 78 75
- Date and place of birth: April 25, 1974, in Hamme (O-VL)
- Email: helmut.vanpoelvoorde@skynet.be
- Nationality: Belgian
- Driving licence B
- Member of the Belgian Chamber of Translators and Interpreters – BCTI
<http://www.cbti-bkvt.org/nl/directory/887-helmut-van-poelvoorde>

WORK EXPERIENCE

Freelance translator and post-editor since 2016

- Translation and post-editing of legal, scientific, technical, general, and marketing texts in areas such as public administration, public procurement, automotive, energy and environmental management, from French into Dutch and from English into Dutch
- Use of CAT tools such as Crowdin and Trados

Translator/Proofreader

Ministry of Defence – www.mil.be

September 2019 – present

- Translation and proofreading of general, legal, and technical texts, i.a., tender specifications, enactments of the government, parliamentary questions and answers, newsletters, from French into Dutch (80%) and from French or Dutch into English (20%)
- Use of Microsoft Office and CAT tools such as Trados Studio and Multiterm

Translator

August 2014 – August 2019

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

- Translation of general, legal, scientific, and promotional texts in the form of government memoranda, ordinances, enactments of the government, parliamentary questions and answers, interpellations, tender specifications, opinions of the Council of State, letters, speeches, press releases and newsletters from French into Dutch (80%) and from Dutch into French (20%)
- Translation of ministerial speeches from French into English
- Use of Microsoft Office and of CAT tools such as Trados Studio and Multiterm

Translator

February 2010 – July 2014

Cabinet of the Minister of the Government of the Brussels-Capital Region responsible for Economy, Employment, Scientific Research and Foreign Trade – Benoit Cerexhe

- Translation of general, legal, scientific, economic, and promotional texts in the form of government memoranda, ordinances, enactments of the government, parliamentary questions and answers, interpellations, tender specifications, opinions of the Council of State, letters, speeches, press releases and newsletters from French into Dutch (80%) and from Dutch into French (20%)
- Translation from French into Dutch for the non-profit association Research in Brussels of i.a. pedagogical dossiers in the context of promoting scientific studies among young people
- Use of Microsoft Office and of CAT tools such as Trados Studio and Multiterm

Proofreader/Translator

November 2008 – February 2010

Xplanation Language Services, Leuven

- Proofreading translations (financial-economic texts, technical texts, and marketing texts) from French, English and German into Dutch and preparing ‘quality reports’ about these translations
- Proofreading translations from English into Dutch for the Official Journal of the European Union
- Translation of marketing texts for banks, company newsletters, product manuals and promotional texts on solar lamps, scales, energy meters, paint spray guns, ..., from French into Dutch and English into Dutch
- Use of CAT tools: in-house translation tool and Trados Translator’s Workbench

Bilingual administrative clerk

October 2001 – October 2003

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

- Drafting contracts, making minor translations and general administrative tasks

Call center agent/Assistance provider in insurance sector

March 2000 – October 2001

Benelux Assist, Brussel

- Providing assistance in French, Dutch, and English in the context of home and car insurance

Call center agent

December 1999 – March 2000

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

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

Social worker

November 1996 – November 1999

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

- Social and administrative assistance

STUDIES AND TRAINING

Master in Translation

2004-2008

Erasmushogeschool, departement Toegepaste Taalkunde, Brussel - Universitaire Associatie Brussel

- Language combination: English – Spanish, graduated with distinction
- Master thesis: drawing up a categorisation framework with CatTerm to prepare for the translation of specialised biomedical texts on haematology

Traineeship: 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
- Traineeship: Belangenverdediging van Gescheiden Mannen en hun Kinderen (BGMK in Ghent)

Secondary education – Commerce

1986-1992

Sint-Maarteninstituut, Aalst

SKILLS

LANGUAGE SKILLS SUMMARY

	Comprehension	Speaking	Writing
Dutch	native language		
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 for Languages

DACTYLOGRAPHY, SOFTWARE AND COMPUTER AIDED TRANSLATION (CAT) TOOLS

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

INTERESTS

- 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, traveling, visiting museums and theatre

CREDENTIALS

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