

CURRICULUM VITAE

Lincy Luyten

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Personal information

Date of birth : 7th May 1975

Nationality : Belgian

Marital status : Married, 3 children

Education

Studies

- 1995 until 1998 : Bachelor degree "Business Translator" at the college of higher education "Katholieke Hogeschool Limburg" in the city of Diepenbeek
- 1993 until 1995 : "Translator English-Russian" at the university "Katholieke Vlaamse Hogeschool" in Antwerp (degree for the first two years)
- 1987 until 1993 : Secondary education at the school "Ursula-Instituut" in Herk-de-Stad

Business courses

- Typing certificate (School-typ)
- Basic knowledge of Russian at evening classes "Centrum voor Moderne Talen" in Hasselt (1998 – 1999)
- Course of Microsoft Access
- Course of Microsoft Excel Perfection (June 2002)
- Webinars for SDL Trados Studio 2011 (2012)

Language skills

Dutch/Flemish	Native speaker
English	Excellent
French	Excellent
German	Excellent
Russian	Basic knowledge

Computer skills

- Microsoft Office 2010
- Van Dale dictionaries
- SDL Trados Studio 2011

Professional experience

- 1998 - 2000 **translator** at the translation department of insurance company Winterthur Europe in Brussels
Job description :
- Translations from French, English and German into Dutch/Flemish of insurance policies, company newsletter, press releases and other correspondence
 - Revision and correction of Dutch insurance terms & conditions
 - Establishment of terminology database for insurance terms in different languages
 - Contact with freelance translators and translation agencies
- 2000 - 2005 **management assistant** at the Automation/ICT department of Fabricom GTI, a technical solutions provider
Job description :
- Layout and translation of quotations in Dutch, French, English and German
 - Translation of software and equipment manuals into Dutch, French, English and German
 - Database management in Excel and Access
 - Business correspondence in different languages
 - SAP
 - Layout of PowerPoint-presentations in English
- 2005 – present **freelance translator** translating from English, French, German into Dutch and Flemish. Also proofreading, revision, checking and editing and localisation.
A list of some of my major projects:
- Translations of cultural, artistic and music texts for MTV, Nickelodeon and the MTV Staying Alive Foundation
 - E-mail and internet policy & disclosure agreement for IAC Group Belgium
 - Commercial texts for Kipling, Adidas, Etam, ...
 - Financial translations and insurance policies for Winterthur Insurance and P&V Insurance as well as for the brokers ADD nv and Bamps Eurassur
 - User manuals e.g. for Toshiba beamer, portable DVD-player, world receiver, alarm radio,
 - Operating instructions for thermal combustion unit, ammonia distribution system, powder extractor, ...
 - Victaulic piping systems: website and technical documentation
 - Touristic translations for Hospiz hotels, Accor Hotels, walking signposts in the area of Boulogne and Normandy and website translation for 3DOG camping
 - Translations for the food industry, i.e. for the Mamie Nova yoghurt and desserts and KOT-method for losing weight. Mainly product descriptions and lists of ingredients.
 - Translations of surveys for Usamp, Gratispoints, Surveyhead, ...
 - Legal translations such as code of conducts, minutes of European Works Councils, all kinds of agreements and contracts.