

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

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Nationality **Belgian**
Date of birth **21.02.1969**

WORK EXPERIENCE

- Dates (from – to) August 2003 – now
- Name and address of employer Freelance (part-time)
 - Type of business or sector Documentation
 - Occupation or position held Senior Technical Writer + Translator + Proofreader
- Main activities and responsibilities Writing and designing user manuals and online Help to document client software.
Major projects include:
For the European Commission (DG Enterprise), as a Trasys consultant:
 - *EUDAMED: creating, writing and updating a user manual and online help (English) to document Eudamed, a public web application used to register medical actors, devices, EC certificates and incidents relating to medical devices known to be in the market in Europe*
 - *CATS: creating, writing and updating a user manual (English) to document CATS, a web application used to manage the procurement procedures within the Commission, from invitations to tenders to contract awarding and payment.*
 - *INTSUB: creating, writing and updating a user manual (English) to document Intsub, the new online application that ENTR/R4 (Information and Documentation) uses to manage documentation requests.*
 - *ARISE: creating, writing and updating a user manual and online Help (English) to document ARISE (Archives and References Information System for Enterprise users), an online application used to store, locate, classify, reference and search internal documents.*
 - *CEN Standards Database: creating, writing and updating a user manual and online Help (English) to document CEN-DB, the online application that is used by G2 Unit of DG-Enterprise to search and consult published standards and ongoing work submitted to the database by the CEN (Comité Européen de Normalisation / European Committee for Standardization) through upload CDs)*

- *DEX: creating, writing and updating a user manual and online Help (English) to document DEX, the Secured web-based Data EXchange System used by F4 to reconcile the exports of certain agricultural products from Member States to certain countries in order to validate the budget attributed to export refunds*
- *etc.*

For BNP-Paribas (France):

- *GEOLINK: updating, supplementing and translating PDF user manuals and HLP to document Geolink, BNP's international banking and trade software.*

- Dates (from – to) August 2003 – now
- Name and address of employer TexTrix Sprl., Lasne, Belgium (part-time)
 - Type of business or sector Documentation
 - Occupation or position held Senior Technical Writer + Translator + Proofreader
- Main activities and responsibilities Implementing TexTrix's unique, single source/multiple output, XML-based 'Weaving Method' to write and translate company documentation.
Major clients include: Captor Belgium, ClearToPay, PGP, FRS.

- Dates (from – to) July 1997 – July 2003
- Name and address of employer Write! s.a./n.v., Mechelen, Belgium
 - Type of business or sector Technical Communication
 - Occupation or position held Technical Writer + Translator + Proofreader + Copywriter
- Main activities and responsibilities - Writing user manuals and online Help to document software solutions.
Projects include: Dexia (PC Banking), BNP-Paribas (Geolink), Coutts Bank (CrownLine 2000), Isle of Mann Bank (MannCash 2000), Girobank (AccountManager), Westpac (Business DeskBank), Istituto Bancario San Paolo di Torino SPA (Links SanPaolo), Banco Espirito Sancto (BES Online), Bank of Central Asia (BCALink), ABSA (ABS FT Direct) and Yapi Kredi (Telerom); PGP (LPM Validation Station, Quality Control, Parameters), Meda, EZOS (mobile navigator for PDAs).
- Localizing software interfaces
- Various translation, copywriting or proofreading projects for a variety of clients, including: Vandemoortele, TechData, Euroclear, SWIFT, Zetes, Procter and Gamble, Citibank, Access Accounting, Avis Fleet Services, CNCP, Walsh International, etc.

- Dates (from – to) July 1994 – July 1997
- Name and address of employer FICS (now 'S1'), Brussels, Belgium
 - Type of business or sector IT Consulting
 - Occupation or position held Technical Writer + Translator + Proofreader
- Main activities and responsibilities Writing user manuals and brochures to document the software solutions provided by FICS to the financial/banking sector.

- Dates (from – to) September 1992 – June 1994
- Name and address of employer Centre d'Enseignement Provincial, Jodoigne, Belgium
Ecole Industrielle et Commerciale, Wavre, Belgium
Institut Saint Jean-Baptiste, Wavre, Belgium
Athénée Royal, Jodoigne, Belgium
 - Type of business or sector Secondary Schools
 - Occupation or position held English and Dutch language teacher
- Main activities and responsibilities Teaching English and Dutch during day and evening classes.

EDUCATION AND TRAINING

- Dates (from – to) September 1991 – June 1992
 - Name and type of organisation providing education and training Université de Mons-Hainaut + ISTI + ULB (joint programme), Belgium
 - Principal subjects/occupational skills covered Translation: English and Dutch (Spec.: English micro-economics)
 - Title of qualification awarded Masters in Translation, Distinction
 - Level in national classification BAC+5
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- Dates (from – to) September 1987 – June 1991
 - Name and type of organisation providing education and training Université Catholique de Louvain, Louvain-la-Neuve, Belgium
 - Principal subjects/occupational skills covered English and Dutch, grammar, literature, linguistics
 - Title of qualification awarded Licence en philologie germanique, Grande Distinction
Agrégation de l'Enseignement Secondaire Supérieur, Distinction
 - Level in national classification BAC+4

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

FRENCH

OTHER LANGUAGES

- Reading skills Excellent
 - Writing skills Excellent
 - Verbal skills Excellent
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- Reading skills EXCELLENT
 - Writing skills Very good
 - Verbal skills Good
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- Reading skills Basic
 - Writing skills Basic
 - Verbal skills Basic

SOCIAL SKILLS AND COMPETENCES

- Excellent interpersonal skills to collaborate with developers and ask the good questions to the good people during Technical Writing missions
- Very good team worker, always available to help colleagues and coach new comers

ORGANISATIONAL SKILLS AND COMPETENCES

- When working with write! nv/sa: coordinated translations and updates of own documentation projects
- As a freelance technical writer: carrying out writing projects independently ; able to work in a fully autonomous manner

**TECHNICAL SKILLS
AND COMPETENCES**

- Quick understanding of software applications
- Clear and structured writing, both in English and French
- In-depth knowledge of leading authoring software RoboHelp and Doc-to-Help
- In-depth knowledge of Microsoft Word
- HTML, XML
- MS Office: Word, PowerPoint, Excel, Access; FrameMaker, FrameMaker+SGML
- PaintShop Pro, Paintbrush
- HTML Transit, Web Organizer
- Trados, Déjà Vu

**ARTISTIC SKILLS
AND COMPETENCES**

- Awarded first prize in French Essay Contest organised by Rotary International (1987)

**OTHER SKILLS
AND COMPETENCES**

- Research in lexicography and compared linguistics
- Conscientious, analytical, self-organised

DRIVING LICENCE(S)

B

ADDITIONAL INFORMATION

- Invited speaker at the Online Help Conference, Gloucester, 2000.
(See account at <http://www.ecolinguae.com/ReferenceConf2000.pdf>)
- Ask for references at DG-ENT (Ronald Thys, Michel Vanbiervliet)
- Author of an English-French dictionary of finance

ANNEXES

Please visit my website at www.ecolinguae.com.