

Curriculum Vitae

Personal information

Name : Vortman
First name : Mariëlle
Address : De Beukums 62
5283 XD Boxtel
Telephone number : 06-18361382
Date of birth : July 4, 1975
Place of birth : Vught
Nationality : Dutch
Marital status : In a relationship with Gert-Jan
2 children (dates of birth 21-01-2005 en 26-10-2006)
Driving license : B
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Profile

My interest is mainly in the field of languages, with a preference for German. I am a huge go-getter, I am eager to learn and I like to move forward. I am helpful, involved and active. I can listen well and help others achieve their goal, I am interested in others and I am considerate and very loyal. Although I like to work in a team, I can also work very well independently. I am very effective and steadfast in my daily planning. I feel the needs of others well and I can support and motivate others well. My word is worth gold.

Work experience

- **Freelance translator and owner of Top Translations** as of June 1, 2019. Registered in the Netherlands and working in the following language pairs: **German – Dutch** and **English – Dutch** (and if requested vice versa). I am looking for establishing a vast client base with weekly regular work. My fields of expertise are (General) Finance, Tourism & Travel, Sport & Leisure (gear and clothing), Beauty & Cosmetics, Lifestyle & Nutrition, General Healthcare, Automotive, Electronics, Software and Real Estate. I would like to work on small, standalone documents (ranging from 10 – 5,000 words) as well as on bigger projects (ranging from 50,000 to 1,000,000 source words). My goal is to produce a smooth text in the target language that doesn't feel translated. Being a perfectionist with a great eye for details, helps me to achieve my goal.
- **Freelance translator (internship at CJ Translations)** from August 2014 till the end of May 2019. Translations from German to Dutch and English to Dutch, but also from Dutch to German and Dutch to English. My assignments include various texts, such as user manuals for software and technical products, website texts for various companies, legal documents, but also, for example, general medical-related brochures.
- **Administrator** at Van Aarle Bouwmaterialen / BPG Boxtel in Boxtel from September 1, 2018 till March 31, 2019.
Posting tasks from cash and bank, booking purchase invoices, drafting sales invoices, debtor management, ledger administration and other administrative work.
- **Senior allround administrator** at Bright Property Management B.V. in 's-Hertogenbosch from September 2000 till August 31, 2018.
My responsibilities include debt and credit management, the administration of the clients' real estate portfolios and, in part, the BV administration. This includes the preparation and delivery of various monthly and quarterly reports (to different clients, both national and international (previously mainly

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German)), budget monitoring together with technical managers, taking care of VAT declarations of clients, contract management in as well as taking care of invoicing from the real estate information system and providing information to mainly external relations. In addition to this work, I was regularly approached by management to draft letters and e-mail messages in German and/or English.

- **Assistent Accountant** at GSA & Licenses Administration Department of Philips International in Eindhoven from February 1998 till September 2000.
My duties include credit management, generation of paid licenses, the entire accounting and reporting (monthly, quarterly and annual reporting as well as forecast and budget) of the licenses to be paid and received, correct closing of General Ledger, taking care of the VAT declaration and providing information to various internal and external relations.
- **Temporary work** at De Lage Landen International in Eindhoven (end of July - beginning of August 1997)
My duties include taking care of the entire invoice flow for all divisions. I.e. from writing these invoices to paying them.
- **Internship at the CBR (Central Driving License Agency)** in Rijswijk from February 1997 up to and including June 1997. Together with a fellow student, I carried out a study into driving license systems in several countries, including all EEA countries. This research has been conducted in German, English and French. It was completed by the publication of a book in these three languages, which was presented to all participating countries at an international congress in Monaco on 30 May 1997. I wrote the **German version** of the book.
- **Internship at the Union Bank of Switzerland in Zürich** from September 1995 to January 1996.
As "Credit Analyst" I was mainly responsible for the financial analysis of several European banks (eg in Germany, France and Italy), a part from the "Exposure Management" department for financial institutions. The analyzes made were the basis for granting, increasing or decreasing credit limits

Education

- ISBW Basis Bedrijfseconomie 2003
(Financial Administration, Balance Sheet and Profit and Loss Account, Financial Calculation, Interest Calculations and Investment Selection, Cost Price Calculation)
- HEAO Business Studies and Languages (Bachelor's degree obtained) 1993 tot 1997
(International Financial Management, General Economics, Business Economics, Commercial Economics, German, English, French, Math / Statistics, Basic Business Administration, Management / Logistics, Information Science, Communication, Law, Consumer Behavior, Social skills, Public Administration, Personal Project)
- VWO Gymnasium from 1987 tot 1993
(Latin, German, English, French, Dutch, Maths, General Economics and Business Economics)

Diplomas

- ISBW - diploma, obtained in March 2003
- HEAO - diploma, obtained in July 1997
- VWO - diploma, obtained in June 1993

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Foreign languages (spoken and written)

- German very good knowledge
- English good knowledge
- French reasonable knowledge

Experience with automation

- MS Office (Word, Excel, PowerPoint)
- Exact
- Afas
- Real Estate Management Systems Nevis, Informant en Yardi
- SDL Trados
- XTM
- MemoQ
- Smartling
- Across
- Memsource

Hobbies

My two sons, my boyfriend Gert-Jan, running, skiing, soccer and hockey (unfortunately passive because of an Achilles tendon injury), traveling, cooking, Switzerland, hiking in the mountains, city trips, going out for dinner, having a drink with Gert-Jan, family or friends.