

Resume

Suzanne Rietveld Language Services English and Dutch

Personal details:

Name	S.M. Rietveld (Suzanne, she/her)
Nationality	Dutch
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Country	the Netherlands
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Proz.com	http://www.proz.com/translator/2178496

Proofreader / Editor for Dutch and International Translators

Areas of Expertise:

Business	Correspondence, documents, HR and management training
Medical	ENPC TNCC nursing training, clinical trial documents etc.
Contracts	Labour agreements and GDPR
Technical	Texts for the general public, such as manuals and websites
Horticulture	Gardens, landscapes, plants, hydroculture and floriculture
Rotterdam	Museums, theatres and arts

Educational background:

2024	Introduction to Simplified Technical English, Foxiz
2023	Technical translation, KTV
2023	Post Editing Course RWS
2023	Course Keeping your English... English in the era of NMT
2022	Webinar Medical Language Made Easy, NGTV
2021	Webinar The Plain Truth, Sense
2021	Webinar Clinical Trials, NGTV
2019	Course in Editing and Proofreading, Training for Translators
2018	Medicine for Medical Translators, eCPD Webinars
2018	Bachelor's in communication
	English and Dutch Translation, both at native level
	ITV, College for Interpreting and Translating, Utrecht
	Minors: subtitling, business vocabulary, architecture, and design
2003	National Diploma in Garden Design, Merrist Wood College UK
2001	National Certificate in Horticulture, Merrist Wood College UK
1986	Postgraduate Course in Medical Secretarial Studies (MEAO)
1985	A-levels (VWO) Emmaus College Rotterdam, NL
	<i>Mathematics I, Mathematics II, Physics, Biology, Dutch, English, French</i>

Working experience:

2024 – now	Focus on using MT and AI to achieve best results
2023 – now	Focus on medical and technical revisions in Dutch
2021 – now	Focus on applying plain language in English and Dutch
2019 – now	Focus on proofreading into English and Dutch
2017 – now	Independent translator/editor ENNL for several UK and NL translation agencies
May-July 2016	English translator for Hortipoint.nl, internship

Job history:

2016 – now	Owner SRV Engels, Language Services English and Dutch
2011 - 2014	Secretary to the Manager of the Heritage Department Netherlands Architecture Institute in Rotterdam <i>Architecture, museology, taking minutes, correspondence, editing, admin</i>
2012 - 2016	Copy editor <i>Het Doordewijkertje</i> <i>Collecting, editing, proofreading, formatting, and publishing articles</i>
2011 - 2016	Initiator DoorDeWijks foundation, Rotterdam <i>Devising the idea, writing the business plan, realising the vision</i>
2007 - 2009	The Veg Box, Cairo <i>Initiator, PR, project management</i>
2003 - 2008	Self-employed, SR Garden Design, Frimley, UK <i>Garden design, horticulture, landscaping, PR, bookkeeping, customer contact, presentation, planning, implementation, project management</i>
2003 - 2005	Sales advisor at Cash and Carry Johnsons of Whixley, UK <i>Presentation, horticulture, retail, customer contact, sales</i>
2001 - 2002	Wholesale Office Secretary at Waterers, UK
1986 - 1995	Medical Secretary Gynaecology, IJsselland Hospital, Rotterdam <i>Medical terminology, correspondence, bookkeeping, admin</i>

Professional memberships:

Qualified member of **ITI**, Institute of Translation and Interpreting (Medical and SHEA section)
Full member of **NGTV**, Nederlands Genootschap van Tolken en Vertalers (Medical section)
Full member of **SENSE**, Society of English-language professionals in the Netherlands

Other skills:

Office	Microsoft 365, Word, Excel, PowerPoint
Translation tools	Trados 2024, Déjà-Vu, MemSource, WordBee, Phrase, XTM
Proofreading	Grammarly, PerfectIt
Subtitling	Subtitle Edit

Statement

After finishing my bachelor's degree at ITV Utrecht in 2018, I have been working as a translator for many agencies in the Netherlands and abroad in the fields close to my heart: environment, business, medical and technical. In 2020, I shifted my focus to proofreading English and Dutch texts, checking their accuracy, consistency, and readability.

Once I agree to work on a project, I am highly committed to delivering quality. I work full-time and do not mind working evenings or weekends if necessary. I reply to my emails promptly and look forward to working with you already.