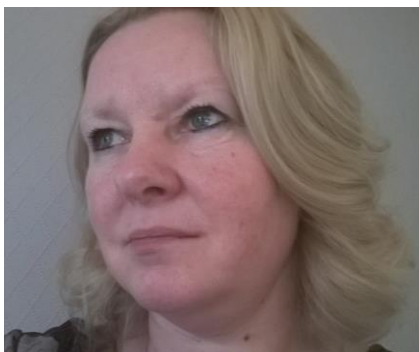


## CURRICULUM VITAE



Ineke van de Leemput  
Koningstraat 45  
5328 BC Rossum  
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Date of birth: 04 May 1965  
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### EDUCATION

- 2017 : Journalistic course – Fontys Hogeschool Journalistiek Eindhoven
- January 1992 : H.E.A.O. - Commercial Economics, Hogeschool Eindhoven
- June 1986 : Certificate European Secretary, Instituut Schoevers Tilburg
- June 1985 : Certificate Secretary, Instituut Schoevers Tilburg
- May 1983 : H.A.V.O., St. Janslyceum 's-Hertogenbosch

### PROFESSIONAL EXPERIENCE

- 2015-present : Language Mania-Rossum
- 2008-August 2015 : DGT Dutch Graphic Trade – Schijndel
- 2008 : Campina – Zaltbommel
- 2000-2005 : Contekst Care, freelance text and organisation of events
- 1996-2000 : Lips Textielservice B.V. - Zeist
- 1993-1996 : Renco BV – Wijchen
- 1990-1993 : Mundocom.AAC – Eindhoven
- 1987-1990 : Verachttert BV – 's-Hertogenbosch
- 1986-1987 : EniChem Benelux SA/NV - Brussels

### LANGUAGES

- Dutch : Native
- French : Fluent, speaking and writing
- English : Fluent, speaking and writing
- German : Fluent, speaking and writing
- Italian : Basic skills

## **EXPLANATION PROFESSIONAL EXPERIENCE**

### **Language Mania**

As an independent copywriter and translator I deploy my expertise in a number of fields. I write and translate content for websites, brochures and manuals and all kinds of reporting and reports. Besides that, I support hbo students who work on their thesis.

For more information, please consult my website: [www.language-mania.nl](http://www.language-mania.nl).

### **DGT Dutch Graphic Trade – Schijndel**

Dutch Graphic Trade buys and sells machinery for the carton converting industry (worldwide).

Role: Sales support for area's France, Germany, Italy, Canada, India, USA and francophone Africa.

Preparation of quotations, issuing export documents, dealing with international money transfers (such as letter of credit), organisation of travel arrangements, translation of technical manuals, quotations and machine specifications (Dutch, French, German and English) , interpretation of negotiations with customers.

### **Campina - Zaltbommel**

Personal assistant of ICT manager: agenda management, budget management, specific management support for merger project (communication and organisation); follow up deadlines; organisation of meetings, power point presentations.

### **Contekst Care: Freelance copy writer / organisation of events**

International organisation of workshops, conferences and events. Researching venues; organisation of travel and stay, contact with students/lecturers/facilitators and participating organisations; organisation and reporting of meetings; follow up of deadlines; editing and translation of programmes and course materials. Translation of brochures / quotations.

Main customers: Wereld Wide Fund for Nature (Zeist) / Alterra Wageningen

### **Wereld Wide Fund for Nature – Zeist**

WWF College, division of WWF responsible for the international organisation of an internal training for programme managers. The training consists of workshops, online and written course material.

Role: College Assistant

Responsibilities: worldwide organisation of workshops, contact with students, lecturers and other WWF offices. Editing and translation of programmes and course materials, budget management for workshops.

## **PASSIONS**

Fashion – Literature – Schnauzers – Texel – French movies – Paris