

# Curriculum vitae

Name Mirjam Demon

Profession Technical writer/translator

Nationality Dutch

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## Profile

Professional, flexible, quick learner of new concepts and systems, accurate, flair for languages, both capable of operating in a team and working independently. Nineteen years experience as a writer, since 1994 as technical writer. Thorough education: M.A. Dutch language.

## Work experience

- 1996-today Freelance technical writer: developed many technical documentation for various target groups and purposes, such as on line help, instructions, manuals and course material.  
Freelance translator: translated instructions, prospectus, financial reports, manuals, on line help, and press releases from English into Dutch, particularly in the field of software, hardware, automotive industry, aviation, consumer products, finance and transport. In addition to this, I localized software for housing corporations, users of complex printer, and aviation systems, including interface and on line help.  
Freelance writer/editor: wrote articles and editorials for different magazines, and wrote brochures and policy documents.  
Freelance trainer: trained users of software.  
Clients: e.g. Priva, Air Traffic Control the Netherlands, Kasperksy Labs, AlInvest, Centric, Broekhuis Training and Informer.
- 1994-1996 Technical writer at Rosette Procescommunicatie in Bilthoven, the Netherlands: designed software-interfaces, wrote manuals and instructions, and developed forms, brochures and standard letters.
- 1990-1994 Writer/editor at Sdu Tappan in the Hague, the Netherlands: developed forms, brochures and standard letters for public enterprises and medium-sized companies, wrote communication advices and was in charge of several project teams of writers and designers.
- 1981-1985 Assistant-auditor at Ernst & Young Accountants (at the time Moret & Limperg) in Rotterdam, the Netherlands: audited financial administration of small and medium-sized companies.

# Curriculum vitae (continued)

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## Education

2009-today Evening classes Spanish Intensive II in Rotterdam, the Netherlands  
2008-2009 Evening classes Spanish Intensive I in Rotterdam, the Netherlands  
1986-1990 M.A. Dutch language, specialization: Mastery of the language,  
University of Leiden, the Netherlands  
1984 Practical bookkeeping, Praehep Institute Rotterdam, the  
Netherlands  
1981-1983 NIVRA, Dutch institute for chartered accountants, Rotterdam, the  
Netherlands (no certificate)

## Language skills

Dutch Fluent (mother tongue)  
English Fluent  
German Reasonable command  
French Reasonable command  
Spanish Basic knowledge

## Other

ICT knowledge Word, Excel, Acrobat, Framemaker, XMetaL, FrontPage, RoboHelp,  
FrontPage, Access, Powerpoint, Visio, Illustrator, HTML and XML  
editors, Trados, Helium, LocStudio, content management systems  
Memberships STIC, Dutch Study Association for Technical Information and  
Communication  
VZV, Dutch Association of Independent Translators  
Mobility Car, public transport and bike