

Curriculum vitae

Name Mirjam Demon

Profession Technical writer/translator

Nationality Dutch

Address Breitnerstraat 55B
3015 XB Rotterdam, the Netherlands

Telephone +31 102 417 246 or +31 625 275 984

Fax +31 847 107 362

E-mail info@demontext.com

Web site www.demontext.com

Profile

Professional, quick learner of new concepts and systems, accurate and reliable, flair for languages, both capable of operating in a team and working independently. Fifteen years experience as a (technical) writer and nine years as a translator and software trainer. As a writer specialized in technical communication, as a translator in informative and instructive translations from English into Dutch and as a trainer in financial software. Thorough education: M.A. Dutch language.

Work experience

- 1996-today Freelance technical writer: wrote many technical documents for various target groups and purposes, such as on line help, reference 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. Air Traffic Control the Netherlands, Kasperksy Lab, City of Noordwijk, Centric, Microsoft and Broekhuis Training.
- 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)

Name Mirjam Demon

Education

2001-2002 Evening classes Spanish 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, Trados, Helium, LocStudio, Acrobat, Framemaker, ForeHelp, RoboHelp, FrontPage, Access, Powerpoint, and various accounting/bookkeeping systems
Memberships STIC, Dutch Study Association for Technical Information and Communication
VZV, Dutch Association of Independent Translators