

PERSONAL DETAILS

Name & Surname: Olivier Van Dijk
Company Syntezis
Address: Nassastraat 31
City: Antwerp
Postal/Zip code: 2000
Country: Belgium
Date of birth: March 17, 1972
Telephone: +32 3 231 05 53
Mobile: +32 478 36 46 01
Fax: +32 3 231 05 54
E-mail: languages@syntezis.be
Website: www.syntezis.be
Bank account: 001-4197983-93 (FORTIS)
VAT: BE 872.730.279
IBAN: BE 98 0014 1979 8393
SWIFT: GEBABEBB

STUDIES

Computer programming courses
CVO (Antwerp – Hoboken Department)

Master of International Politics
University of Antwerp (UIA)

Thesis subject: *Ideologie in de Ruimte: een Messianistische Rol voor Architectuur en Stedenbouw ?* ("Spatial Ideology: a Messianic role for Architecture and Urbanism?")
Cum magna laude

Master of Languages (English-Portuguese)
Institute for Translators and Interpreters (HIVT) (Antwerp)

Thesis subject: De weg naar het Braziliaanse Modernisme ('The Road to Brazilian Modernism')
cum laude

Bachelor of Architecture
Henry van de Velde Institute of Architecture (Antwerp)

Classical languages (Ancient Greek – Latin)
Vita et Pax -College (Schoten) / Koninklijk Atheneum Deurne

LANGUAGES

LANGUAGES	WRITTEN	READ	SPOKEN
Dutch (Nl)	mother tongue	mother tongue	mother tongue
French (Fr)	second mother tongue	very good	fluent
English (En)	very good	very good	fluent
Portuguese (Pt)	very good	very good	fluent
Spanish (Es)	good	good	good
German	basic knowledge	basic knowledge	basic knowledge

SOFTWARE

Graphics & Animation	Arkey CAD VectorWorks Illustrator CS Photoshop 7.0 Flash 8.0 Dreamweaver 8.0
DTP	Adobe Indesign
Text and image editing (OCR)	Omnipage Image folio
Office applications	Word Excel PowerPoint Access Adobe Acrobat
E-mail clients	Outlook Lotus Notes
Operating systems	Mac OS 9.0 Windows 95, 98, ME, NT, XP MS-DOS
Markup and scripting languages	XHTML CSS JavaScript Action Scripting

WORK EXPERIENCE

JOBS	COMPANY	JOB DESCRIPTION
Database Coordinator Assistant Project Manager	Boek.be	Updating the database with Dutch/Flemish book titles Data correction, conversion and verification
Software Trainer	CJMIB vzw.	Teaching the principles of the Windows operating system and the use of MS Office applications Development of didactic material
Account Manager	Blondé nv/sa.	Planning & processing print orders for car manuals (Mitsubishi & Daewoo) Updating and programming the translation memory (TRADOS 5.0) Communication with distributors & translation agencies from all over Europe
In-house translator	Lego Belgium nv.	Translation of brochures, manuals and PowerPoint presentations (NI > Fr/En)
Managing Director	SynteZis	Software (VB.NET, PHP, SAP) Web design, E-commerce, CMS Graphic design Translations Copywriting

FREELANCE TRANSLATOR

Dutch-Flemish Translation Services Vanderpoel Ltd. (London, UK)	Translation and proofreading of various technical and legal texts Software and hardware user manuals (Fr/En/Es/Pt > NI)
University of Antwerp (UIA) / Vrije Universiteit Brussel (VUB) / Rijksuniversiteit Gent (RUG)	Translation of papers and essays (NI > Fr/En) on subjects of a political and socio-economic nature
Amnesty International	pro bono (volunteer) Translating appeals for action (NI > Pt)
Diamantmuseum Antwerpen	Translation of an art catalogue TIJDloze juwelen (Fr/En > NI) (Jewels of time: watches from the Munson-Williams-Proctor Arts Institute of the Museum of Art, Munson-Williams-Proctor Arts Institute, Utica, New York, USA) (www.diamantmuseum.be)
Uitgeverij De Boeck	Book translation (Fr > NI) Walrave, M., <i>Permissie e-mail. Hoe optiniseert u uw e-mailmarketing?</i> , De Boeck, Antwerpen, 2003. (www.uitgeverijdeboeck.be)
Microsoft Inc.	Localization Translation of MSDN articles (Microsoft Developers Net) (En > NI)
Multilize Inc	Localization (En > NI) Quest Password Manager User manuals (En > NI) Xerox, Brother printers; Dome cameras
Medicer	Medical translations (Physiotherapy, Chiropody, Oral and Maxillo-Facial Surgery) health care (Fr/En > NI)
Nexans	Technical translations: power and network cabling (www.nexans.be) (En > NI)
Uitgeverij Averbode-Altoria	Books: Barros Marcelo, <i>De Spiritualiteit van Water</i> , Averbode, 2004 (original title: <i>O espírito vem pelas águas</i>) (Pt-Br > NI) Barros Marcelo, <i>Meesters in spiritualiteit</i> , Dom Helder Camara, <i>Verzoek niet aan uw profetische heedschen</i>

	Averbode, 2006 (ISBN 90 317 2360 6) (Pt-Br > NI)
	Kathryn Spink, <i>The Miracle The Message The Story</i> , Darton, Longman and Todd Ltd., 2006 (ISBN 0 232 52594 3) (En > NI) Translated work hasn't been published yet (www.averbode.be)
CMS Mensen met een Missie	Ivone Gebare, <i>Omdat de schepper even moest niezen, Postpatriarchale overwegingen in uren van twijfel</i> , CMC, 2006 (ISBN 90 72954 34 3) (Es/Pt > NI) (www.cmc.nu)
Koninklijk Archief	Taking part in the translation of a large publication on the evolution of the Brussels institutions (Fr > NI)
Fiscalnet Alter News Agency	Legal translations: tax and corporate law (Fiscalnet) (Fr <> NI), Articles on social economy, sustainable development (Alter)...(Fr/En > NI)
translation of various web pages:	www.alter.be www.dermatografie.nl www.ecmci.eu www.fiscalnet.be www.sovoplantijn.be

TRANSLATION AGENCIES

Elan	www.elanlanguages.be
Virtual Words	www.virtual-words.com
Jazyk	www.proz.com/pro/2127
Eriksen Translations	www.erikseninc.com
Lionbridge	www.lionbridge.com
Venturi	www.venturipartners.com
Multilize	www.multilize.com
Intershpere	www.intersphere.com

WEBDESIGN

Orion	www.be-orion.com
Cultweb	www.cultweb.be
Sovo	www.sovoplantijn.be
Le Maître Chocolatier	www.chocolemaitre.be
Enantia	www.syntezis.be/enantia
EMCMI	www.emcmi.eu
Dermatografie	www.dermatografie.nl
EMS	www.ems-bearings.com
Connexion	www.connexion.ae/

And more...

EDITING AND TRANSLATING

Cultural-Historical Museum of Bokrijk
vzw.

Writing an audio-visual museum guide
Translation of various articles and essays (Nl > Fr/En) on
historical, cultural and social matters

LANGUAGES

FRENCH → DUTCH

DUTCH → FRENCH

ENGLISH → DUTCH

PORTUGUESE → DUTCH

SPANISH → DUTCH

FIELDS OF EXPERIENCE

Social sciences (sociology, economics, history, anthropology)

Commercial texts (brochures, articles...)

Religion & Philosophy

Instruction and set-up manuals

ICT (hardware & software)

Localization

Multimedia

Building and construction

Technical (network & power cabling)

Art, archaeology, architecture

RATES

translating: 0,10 € / word*

proof reading: 0,04 € / word*

* these rates are of course open to negotiation!