

# ***Curriculum Vitae: Peter MOTTE***

***Full time translator since 1996***

***Translator: source languages: English, French***

***target language: Dutch, Flemish***

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## **Education**

**- Cobol in mainframe at Unisys (A-Series and Clear Path), 1997**

**- Master of Linguistics and Literature, Germanic Languages (University of Gent), diploma  
1990**

**extra courses: informatics, logic and linguistic science**

**- Preparatory Year of Civil Engineering (St.-Amandusinstituut, Gent, Belgium):  
diploma 1985**

**- College: science, 1981-1984**

**European driving licence model B, permanent**

**Other skills: Déjà Vu X, Trados 2007, wordprocessing (WordPerfect, Word), presentations (Microsoft PowerPoint, Corel Presentations), spreadsheets (Excel, Corel Quattro Pro, Lotus 123), programming (BASIC, Cobol), Computer Aided Translation (Trados, Déjà Vu), artificial intelligence, operating systems: Windows 98, Windows Millennium, Windows XP**

## **Languages**

**Dutch: mother language**

**English: excellent**

**French: excellent**

**German: good**

## **Fields**

- **Technology (ICT, software and hardware manuals, software strings, websites, workshop manuals, factory manuals, robotics)**
- **Electricity, electronics, solar energy**
- **Automobile industry (workshop manuals, courses for salesmen and mechanics, technical texts for general audience, publicity...)**
- **Building (specifications)**
- **Business communication (year reports, information for employees, reorganisations, proposals for apprenticeships and trainings, presentations, correspondence)**
- **Medical/Pharmaceutical (leaflets, medical hardware manuals)**
- **Scientifically (physics, chemistry)**
- **Comic books, manga, literature**

## **Jobs (target language = Dutch, source language is mentioned)**

- **2010**
  - **Corrections:**
    - **corrections of manga cartoon novels for Kana to erase translation mistakes, spelling mistakes, and grammar mistakes, to find missing text and to adapt Belgian Dutch to Dutch Dutch to adept to the Dutch market of Bleach and Shaman King**

- corrections of comic books Grand Prix 1 & 2 by Marvano
- corrections of technical translations English-Dutch (automotive sector, heavy equipment...)
- marketing landing and discharging quays
- **Copywriting Dutch**
  - websites on linguistic problems
  - blog on manga-series Nana
- **English**
  - users and maintenance manuals of heavy mobile equipment (Caterpillar, Terberg, garbage trucks, steering and setup software for tractors)
  - users manuals for mobile phones, menus for mobile phones
  - installation manual fan
  - chemistry: terminological list for website BTC, environmental assessment form, product descriptions paint
  - medical translations: users manual MR Scanner, products for wound care
  - survey forms on cultural diversity on the shop floor
  - marketing: website luxury car brand, introduction of client surveys
  - internal personnel bulletins on personnel benefits and salaries
  - computer games
- **French**
  - repair manuals of tractors (Renault-Claas), trucks, luxury cars and other manuals for repair, mounting and disassembling in the automotive sector, command and setup software of tractors
  - automotive: mounting device for shock absorbers
  - train: maintenance manual locomotives, technical maintenance agreement for software and middleware for ticket AVM of subways
  - users manual aeroplane tractor
  - technical descriptions of diverse light equipment (drills, camera's, etc...)
  - household equipment: screen messages for the use of washing machines, ironing machines

- **medical: users manual of filter masks**
- **marketing: introduction a company building and installing energy management systems**
- **internal newsletter explaining personal benefits**
- **tourism: website for reservations in hotels, internal letters of a hotel branch association, texts on the economical situation of the Spanish touristic sector**
- **art: text on art project for Nuit Blanche**
- **German**
  - **marketing: texts for car publicity (letters for website)**
  - **survey form for clients of a web shop**
  - **website on tourism**
- **French to Flemish**
  - **presentation of a collaborative project on artificial satellites**
  - **presentation of international association of ombudsman**
- **German to Flemish**
  - **survey form for clients of a web shop**
- **English to Flemish**
  - **survey form for clients of a web shop**
- **2009**
  - **Corrections:**
    - **corrections of manga cartoon novels for Kana Productions to erase translation mistakes, spelling mistakes, and grammar mistakes, to find missing text and to adapt Belgian Dutch to Dutch Dutch to adapt to the Dutch market**
    - **corrections of technical automotive translations German to Dutch**
  - **Copywriting**
    - **English Copywriting website for Webnology for their client Marcodia**
  - **English**
    - **Trading Statement of New Look fashion chain**

- **Marketing translation of website for Gillette from English to Dutch and Flemish**
- **Technical descriptions of pipe equipment**
- **PakScan User Manual for keys**
- **Safety rules for battery powered tools and electrical appliances**
- **Monthly internal newsletter for Luvata Metal Works**
- **Health product descriptions**
- **HR Management texts**
- **Stanley European Company Car Policy And Travel Meetings Policy**
- **User Instruction For Disposable Personal Medical Protective Kit**
- **Handleidingen gebruik recovery disks voor pc's**
- **French**
  - **Description technique Équipement de Frein pour Métro Bruxelles**
  - **Manuels de réparations de tracteurs (Renault-Claas), camions, voitures de tourisme et autres manuels de montage-démontage dans le secteur d'automobiles**
  - **Notice technique d'outils (déboucheur à pompe, lève-rou, cric oléopneumatique, preses d'atelier, Préleveur avec codeur, etc...)**
  - **Manuels de téléphone DECT**
  - **Déclaration de conformité des Machine de Virax**
  - **5 hoofdstukken uit "La physique par les objets quotidiens" par Cédric Ray et Jean-Claude Poizat, voor Veen Magazines**
  - **Spijkerproductiemachine**
- **German**
  - **Mechanische berekeningen voor SMO bvba Industriële bedrijfsautomatisatie**
- **2008**
  - **Corrections: corrections of manga cartoon novels for Kana Productions to erase translation mistakes, spelling mistakes, and grammar mistakes, to find missing text and to adapt Belgian Dutch to Dutch Dutch to adept to the Dutch market**

- **English**

- **Automobile industry: documents for a specialised audience (dealers and mechanics) and for general audience (publicity, marketing, brochures with technical details, web texts, e-learning projects...)**
- **Training document and training questionnaire for mechanics on engine cooling techniques**
- **Documents on premature ball joint wear and service issues, and wheel hub units**
- **Manual for the use of a filtering half mask**
- **Chemical products descriptions and formulae for BTC - Bayer**
- **Medical: products and systems for churgical treatment of bone and teeth**
- **Stock Profit Plan: conditions and technical details**
- **Games and contests for consumers of certain products**
- **HR texts, introductions, explanations, software strings of websites and for on line subscriptions to HR magazines**
- **Publicity campaigns**
- **International Ombudsman Association Code of Ethics**
- **Workstation IT and communication infrastructure for electricity distribution and production**
- **Manuals for copiers, mobile phones, radio's and other electronic equipment**

- **French**

- **Manuels de réparations de tracteurs (Renault-Claas), camions, voitures de tourisme et autres manuels de montage-démontage dans le secteur d'automobiles**
- **Notice technique d'outils (poste de soudage thermorégulé....)**
- **Enquête de satisfaction d'une chaîne de magasin**
- **Catalogue d'outils**
- **Notice sonde Alliance et autres produits électriques et électroniques pour consommateurs**

- **Instructions pour la mise en service et l'entretien de pompe à piston pour gaz liquide haute pression**
- **German**
  - **populair-wetenschappelijke inleidingen over zonne-energie en diverse aspecten van de productie van zonne-energie (Die Sonne, Solarstrom, Unsere Umwelt, Zu Hause)**
- **2007**
  - **Corrections: corrections of manga cartoon novels for Kana Productions to erase translation mistakes, spelling mistakes, and grammar mistakes, to find missing text and to adapt Belgian Dutch to Dutch Dutch to adept to the Dutch market**
  - **English**
    - **Automobile industry: documents for a specialised audience (dealers and mechanics) and for general audience (publicity, marketing, brochures with technical details, web texts, e-learning projects...)**
    - **Publicity with technical details for motorbikes**
    - **Training document and training questionnaire for mechanics on engine cooling techniques**
    - **Software strings of an on line shop, including catalogue, terms of sales,....**
    - **Software strings for TCP/IP-related configurations**
    - **HR and safety training for construction, PowerPoint file**
    - **Manuals for scanners, copiers, digital radio unites and other electronic equipment**
    - **Installation manuals for machines (e.g. pumps) and tools**
    - **Hand tools for construction (rollers, compacters, mixers, cutters, breakers, concrete...)**
    - **E-Cards with cartoon figures, related material for children**
  - **French**
    - **Manuels de réparations de tracteurs (Renault-Claas), camions, voitures de tourisme et autres manuels de montage-démontage dans le secteur d'automobiles**

- **Brochures publicitaires de cyclomoteurs, vélomoteurs et motocyclettes**
- **Catalogue d'outils**
- **Notice pompes et consigne de sécurité spécifiques pompes**
- **Secteur de tourisme: spa, jeux pour gagner de séjours....**
- **Manuels des appareils électroniques pour les consommateurs**
- **Notice technique de tracteurs d'avions**
- **Montage et installation des enceintes, tronçonneuses, perceuses, scies à moteur**
- **Manuels de téléphone DECT**
- **Publicité pour cosmétiques**
- **Méthode de "ventes projective"**
- **German**
  - **Betriebsanleitung Für Energieführungskette für vertikale Applikation**
- **2006**
  - **Correcties: correcties uitgevoerd met programma's zoals Word en Trados voor verschillende, meestal technische, onderwerpen**
  - **English**
    - **Garantiebepalingen van informaticanetwerk**
    - **Voorstelling "Easy Lease 0% Finance Solution" voor het financieren van informaticanetwerken en FAQ**
    - **Manuals for mobile phones and radio's**
    - **Clinical Study of WulinshenPrime medicin**
    - **Software strings of an on line shop, including catalogue, terms of sales, ....**
    - **Publicity and marketing for Yamaha scooters and motorcycles**
    - **HR and safety training for construction, PowerPoint file**
    - **Manuals for optical character recognition (OCR), electronic document management (EDM) and electronic content management (ECM), e.g. IntelliScan User Guide, Banctec (OCR, EDM and ECM)**
    - **Ayerurvedic products**
    - **Chemical products descriptions and formulae for BTC - Bayer**
    - **Assembly instructions for piston pump**

- **French**

- **Manuel pour un système de tri postal pour pièces nationales et internationales**
- **"Stars de la Coupe du Monde" par Eugène Saccomano, traduit comme "WK 2006 De sterren", 2006, Rebo Productins, de delen "Groep E" et "Groep F"**
- **Manuels de réparations de tracteurs (Renault-Claas) et autres manuels de montage-démontage dans le secteur d'automobiles**
- **Manuel photocopieurs Sagem**
- **Catalogue de tondeuses à gazon et scies forestières avec moteur**
- **Catalogue d'outils**

- **German**

- **Digital Camera Leaflet**
- **VoIP-telefoniehandleiding**
- **HP Drucker Broschüre**

- **2005**

- **Corrections: various corrections using programs like Word and Trados on different, mostly technical, subjects**
- **Manager for translations, adaptation of services and quality testing for K-Mobile/Kiwee/AG Interactive (France)**

- **English**

- **Manual for Microprocessor based monitor with OSD (On Screen Display) control**
- **Several manuals for DVD+R/RW Recorders**
- **Software strings for Mustek for a Windows PC based video processing program**
- **Manual for a bluetooth telephone headset**
- **Manual for a bluetooth dongle**
- **Website of Internet Service Provider Speedpacket.com**
- **Medical and technical medical leaflets**
- **Brochure on the "New Matiz for Belgium" from Chevrolet**
- **Delta Airlines Taxonomy Project – airline vocabulary**

- **SKF Online Campaign against counterfeit car parts**
- **Automotive: book on Dodge, its history and models**
- **Quick Guide for PDA with GPS navigation**
- **French**
  - **Manager de traductions et de test en Belgique pour K-Mobile**
  - **Des brochures medicaux et medicaux-techniques**
  - **“Réponse belge au questionnaire relatif à l'évaluation de la Méthode ouverte de Coordination (MOC) et à la préparation de la rationalisation de la MOC protection sociale” – sujet: sécurité sociale**
  - **Renault, manuels de réparations**
- **German**
  - **Pressemitteilung: Maxdata TFT-Displays, technische Daten**
  - **Besucherbefragung zum Musical 3 Musketiere im Theater des Westens - Ergebnisse**
- **2004**
  - **Corrections: various corrections using programs like Word and Trados on different, mostly technical, subjects**
  - **Manager for translations, adaptation of services and quality testing for K-Mobile/Kiwee/AG Interactive (France)**
  - **English**
    - **Birth certificate**
    - **Microsoft translation on MSDN**
    - **Manual of a Targa pc**
    - **Technical data for a graphics card**
    - **Instructions for recording analogue to dvd files**
    - **Manual for a portable dvd player/recorder**
    - **Quick Guide for a digital camera**
    - **Manual for GPS system**
    - **Medical sterilization processor**
    - **Technical catalogue of quads**

- **Technical catalogue of motor boat engines**
- **Technical catalogue of Bobcat**
- **IKEA questionnaire**
- **French**
  - **Manager de traductions et de test en Belgique pour K-Mobile**
  - **Présentation d'une entreprise**
  - **Contrat de bail commercial**
  - **Cahier des charges applicable aux travaux de construction**
  - **Devis: proposition d'intervention Business Theatre**
- **German**
  - **Automobilindustrie: Betriebsanleitung**
- **2003**
  - **Corrections: various corrections using programs like Word and Trados on different, mostly technical, subjects**
  - **Manager for translations, adaptation of services and quality testing for K-Mobile/Kiwee/AG Interactive (France)**
- **English**
  - **Praxair Information Protection Policy**
  - **Compensation plans for employees**
  - **Symposium on Public Consultation**
  - **Product catalogue of Brabantia**
  - **Credit Splitting contract**
  - **New Hire Bridge Policy Clarification**
  - **Medical: Endotheline Receptor Antagonist**
  - **Leaflets on trucks with new brake system**
  - **Leaflet of a chocolate manufacturer**
  - **Exclusive Sales Agreement**
- **French**
  - **Manager de traductions et de test en Belgique pour K-Mobile**
  - **Textes médicaux**

- **Textes techniques sur valves**
- **Belgacom mailing (téléphonie et services informatiques)**
- **Presentation d'Adecco**
- **Site web DBIT sur l'ICT avec de terminologie de finances et d'économie**
- **Guide d'utilisation d'un mortier**
- **SNCB: présentation du stratégie publicitaire des chemins de fer de Belgique**
- **German**
  - **Automobilindustrie: Sicherheitsvorschriften, Inhaltverzeichnis Kunde VW, Betriebsanleitung...**
- **2002**
  - **Corrections: various corrections using programs like Word and Trados on different, mostly technical, subjects**
  - **Manager for translations, adaptation of services and quality testing for K-Mobile/Kiwee/AG Interactive (France)**
  - **English**
    - **Compensation plans for employees**
    - **Article on the technical development of smart cards**
    - **Training program for employees**
    - **Description of pallets**
    - **Article on IT: "The IT Balanced Scorecard"**
    - **Article on IT: "Keeping Top Management Focused on Security"**
    - **Operating And Maintenance Manual of a Mecaplastic Sealing And Cutting Tool**
    - **Manual of a pH-meter**
  - **French**
    - **Manager de traductions et de test en Belgique pour K-Mobile dès septembre**
    - **Catalogues d'équipement électronique**
    - **Contract de location d'un immeuble**
    - **Textes médicaux: informations scientifiques et commerciales**
    - **Règlement d'un concours**

- Translation of a letter to the taxation administration on payment problems
- Procédure technique: contrôle périodique des ascenseurs et monte-charges
- 2001
  - English
    - MS SharePoint Team Services: manual for computer network administration
    - SP Expert: manual for ERP program
    - technical description of fibre optics cable
    - Enterprise Resource Planning: user's manuals, training manuals
    - Part 3, 'Word' from "Special Edition Using Microsoft XP" by Ed Boot and Woody Leonhard
    - programming manual for a laser cutting machine
  - French
    - "Gravure des CD et DVD, Se former en un jour", by Eric Charton
    - Encolleuse, maintenance manual
    - Scie circulaire - toupie, maintenance manual
- 2000
  - English
    - Product description of an IBM counter system in a network
    - External Interface Facility for ERP program
    - ICT users manual for a scanner
    - Users manual for a foil distributor
    - ICT ERP software installation manual for the system manager of a mainframe
    - ICT ERP users manual
    - ICT ERP field descriptions
    - ICT decimal precision of ERP software installation manual
    - ICT computer control system for transport belt
    - ICT advertising
    - ICT introduction to Acrobat Reader
    - Alternate current dynamo
    - Installation and users manual of wastewater purification installation

- **domain and web hosting service**
- **users manual lawn mower**
- **advertising letter for Internet news service**
- **moving ramp**
- **website with medical news for GP's**
- **introduction to steel catalogue of Sidstahl**
- **Employee Stock Purchase Plan**
- **French**
  - **essay over kunstgeschiedenis, de verfraaiing van de Grote Markt van Brussel**
  - **over Europese sociale kwestie**
  - **advertentie over verf (humoristisch)**
  - **bouwbestek en verkoopvoorwaarden van "Projet de Construction d'un bâtiment pour (...)"**
  - **specificaties elektrische installatie**
  - **geschiedenis van een kunstacademie (semi-filosofische poëtische tekst)**
  - **brief naar mede-eigenaars van onroerend goed**
  - **adverterende brief over gokken via Internet**
  - **website voor internetverkooppunt voor business to business**
  - **persartikelen over roken in cafés en restaurants**
  - **bouwbestek en verkoopvoorwaarden voor Brussels**
  - **website over plastic en elektriciteitsuitrusting**
  - **installatie voor asfaltproductie**
  - **toeristische brochures over hekserij en folklore**
  - **artikel over het gebruik van internet voor business to business**
  - **mineraalwater met geografische en mineralogische beschrijving van bronnen**
  - **semi-medical text for beauty products (skin)**
  - **douche**
  - **personeelsadvertenties**
  - **letter for a meeting of real estate co-owners**
  - **e-commerce websites**

- **Dutch**
  - **quality control of Dutch on line internet help files**
  - **copywriting of Dutch advertisements for bakery products**

## **Some clients**

**3T Vertaalbureau, Belgium**  
**ABC, Belgium**  
**Accolade Language Services, Belgium**  
**Adintra, Belgium**  
**A Hermes, Belgium**  
**Allemania, Belgium**  
**Asap, Belgium**  
**AVDL Traduction, France**  
**AWS, France**  
**Barco Graphics nv, Belgium**  
**BAT, Belgium**  
**Bowne Global Solutions, Belgium**  
**BTC, Belgium**  
**Burotip, Belgium**  
**Connexion Corporate Communications, Belgium**  
**Dargaud-Lombard, France-Belgium**  
**Jean-François Crevecoeur, Belgium**  
**C. T. Belgium, Belgium**  
**Dargaud-Lombard s.a., Belgium**  
**DBF, Netherlands**  
**De Ridder Infrastructuren, Belgium**  
**D. M. Writing, Belgium**  
**Dixit Interpreters & Translators, Belgium**  
**Ecostream, Belgium**  
**Europe Traductions, Belgium**  
**European Language Center, Belgium**  
**Fantoni, Belgium**  
**Ficomexa Coordination Center, Belgium**  
**Global Textware, Netherlands**  
**Kana Productions, Belgium**  
**Keppens Design, Belgium**  
**Lacos, Belgium**  
**Language Service, Belgium**  
**Mancini en Kooi, Netherlands**  
**Mediation Editorial Marketing, Belgium**  
**MLB Translations, Belgium**

**MS Management Support, Belgium**  
**NCI Translation Center, Belgium**  
**Rijksuniversiteit Gent, Gwendolyn Portzky, Belgium**  
**RP Translate, United Kingdom**  
**Seminck Gas, Belgium**  
**SGS Documentation, Belgium**  
**Think'Z Intl, Spain**  
**Traducteo, France**  
**Translatus, Czech Republic**  
**Vickman Translations, Belgium**  
**Viking, Italy**  
**Wordbank, United Kingdom**