

Véronique Fourez

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E-mail address: veronique.fourez@googlemail.com

Nationality: Belgian

Date of birth: 26/04/1977

Translation Services

- freelance translator/interpreter and proofreader since July 2004.
- sworn translator/interpreter since September 2011 (Court of First Instance, Arlon, Belgium)

Translation of texts in English/German into French

Correction and revision of texts translated from English/German into French

Areas of Expertise (Translation and interpreting services)

Justice: prosecution cases, court decisions, court reports, court hearings, ...

Financial and corporate: company presentations, business proposals, financial and legal reports, performance and competency management guides, clients' reports, résumés/CVs from employees, correspondences and brochures,...

Marketing: marketing presentations and brochures, games...

IT sector: web pages, users' guides, technical manuals, ...

Science: environment, biology, geography, chemistry, ...

Public sector: general presentations of the company

Tourism: marketing brochures

Cartoons: scripts

Industry: incubators, digital cameras, media players,...

Professional experience

09/04-09/19:

«ECOLE INDUSTRIELLE ET COMMERCIALE DE LA VILLE D'ARLON », BELGIUM

English and German Teacher (12 hours a week)

- Teaching German & English to students and adults

01/03-07/06: « INSTITUT SAINTE MARIE ARLON » (High School), BELGIUM

English and German Teacher

- Teaching English and German to students

09/03-07/04: « ECOLE INDUSTRIELLE ET COMMERCIALE », ARLON, BELGIUM

English teacher (1h/week)

- Teaching English to children aged between 6 and 10

09/99-01/03:PRICEWATERHOUSECOOPERS S.À.R.L.,LUXEMBOURG

Consultant "human resource consulting" (Senior as of 09/02)

- *Selection*

- Responsible of selection assignments for clients (banks, Investment fund firms, holdings and insurance companies set up in Luxembourg).

- Writing, translating, reviewing of job proposals, legal contracts and job advertisings (French, English, German)
- Analysis, search and selection of candidates, selection interviews and writing of shortlists
- Daily IT management of the database "Clients, candidates and salaries"
- Permanent contacts with the "Administration de l'Emploi", advertising agencies and universities
- Conferences in Belgium on the **human resource** consulting activities
- Follow-up of invoices with the finance department
- Writing, translating and reviewing of job descriptions for financial firms
- Responsible for the translation and proofreading of guidelines related to the management of the database
- Writing and translation of the « Statement of Experience » for the **human resource** consulting department
- *Salary benchmarking*
 - Compensation and benefits evaluation (base salaries, bonus and benefits) for various positions of international firms in the finance area
 - Elaboration of salary study templates (Word and Excel)
- *Competency management*
 - Definition of critical competencies corresponding to different functions
 - Creation of a competency model in 3 languages
 - Translation and publication of a competency dictionary for financial clients
 - Drafting of an offer related to the implementation of an evaluation process
 - Evaluation of development needs
- *Coaching and training*
 - Drafting of an offer on the introduction of an internal and external coaching process
 - Drafting of an offer related to the outplacement of an executive
- *Marketing*
 - Writing, translation and reviewing of the marketing presentations of our different services

Training

11/18-04/19: Training in law for the use of judicial experts, translators and interpreters (Judicial organization, general principles of civil procedure law, general principles of the law of evidence and evidence in civil matters, General principles of the law of criminal procedure, general principles of the law of evidence in criminal matters and the preliminary investigation in criminal matters, Basic concepts in civil and criminal law, Legal terminology)

09/01-01/02: Labor Law I,

« Chambre des Employés Privés », Luxembourg

02/02-05/02: Labor Law 2,

« Chambre des Employés Privés », Luxembourg

06/01: Total Rewards,

World at Work, Washington, USA

09/02: Fundamentals of Human Resource Management,

American Management Association, San Francisco, USA

08/98-11/98 : « Société Régionale Wallonne du Logement (SRWL) », Walloon Government, Charleroi, Belgium

Translation (German, English and Dutch) of the company presentation "How to become a lodger - How to become an owner - Relations - Publications - The privileged instrument of housing policy in the French-speaking part of Belgium"

Education

- 06/04 : « Certificat d'Aptitude Pédagogique » ("teaching certificate"), with honors,
« Institut d'Enseignement de Promotion Sociale de la Communauté française », Arlon,
Belgium
- 06/99: Master degree in International and European Relations (Bac+5), with honors,
« Facultés Universitaires Catholiques de Mons » (FUCAM), Mons, Belgium
- 06/98: Degree in Translation English/German (Bac+4), with honors,
« Ecole d'Interprètes Internationaux » (EII), University of Mons, Belgium
Thesis with Great honours: translation of the book "*Science for the Earth - Can
Science make the world a better place?*, T. Wakeford and M. Walters" into French
- 06/94: High School Degree,
« Athénée Royal d'Ath », Ath, Belgium

Language knowledge and trainings

French: mother tongue

English: fluent

German: fluent

Dutch: good knowledge

- 1988-1989-1990-1991-1992: Dutch language training (one week),
« Stages Walter Depauw »,
« Zon en Zee », Westende and Courtrai, Belgium
- 1993: English language training (10 days),
« Vacances Linguistiques »,
Wessex Academy, Bournemouth, Wessex, UK
- 1994: one-week stay in a Dutch speaking family,
Wevelgem, Belgium
- 1995: English language training (15 days),
« a.s.b.l. Langues, Cultures et Vie », London, UK
- 10/96-01/97: "Erasmus Exchange Program",
Heriot-Watt University, Edinburgh, Scotland

Computer resources and skills

System and hardware:

Operating system: Windows XP Pro

RAM: 1 GB

Printer (inkjet)/scanner/Fax : hp officejet 5510 tout-en-un

DVD Burner

ADSL connection

Software and formats supported:

MS office XP: Word, Excel, PowerPoint ...

Image/graphic formats: .gif, .jpeg, .psd, .pdf,...

Web formats: HTML

Norton AntiVirus 2003

OCR