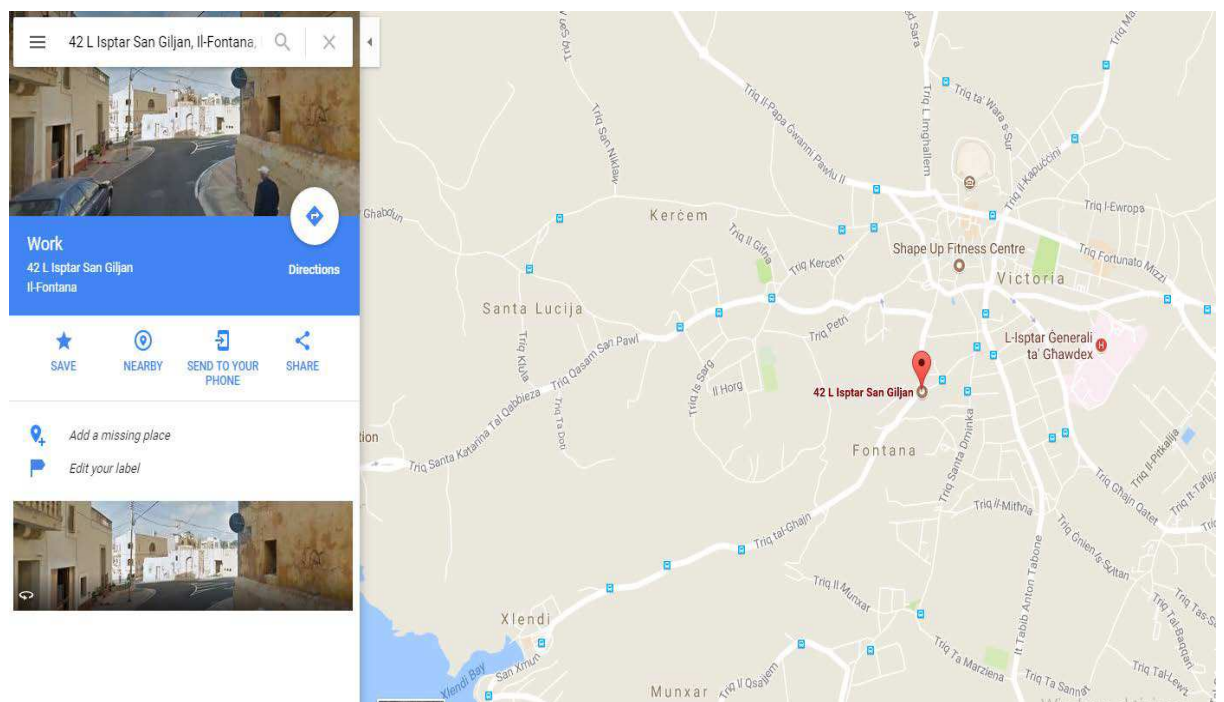


# Ritz Mollema



After twenty years working as a freelance translator in Berlin, I made the move to the Mediterranean climes of Gozo last spring. Over the past 3 years I have had the pleasure of co-operating with over 65 clients, providing reliable and accurate translations always delivered on schedule. I am an excellent communicator and with my vast experience translating diverse and complex briefs I am able to bridge the gap between the English and the Dutch language, as well as the German and the Dutch language.

My particular area of expertise includes technical and corporate documents, specialist engineering manuals and software. As a rule of thumb, I can comfortably translate 2000-3000 words / day (approx. 50.000 words monthly). Should you be in a rush and in need of urgent assistance, I can translate up to 4000 words per day. Where larger volumes are required, especially within a short period of time, advance notice is always appreciated.



Ritz Mollema – freelance translator (E/G-NL)

Triq L-Isptar San Giljan 42, Ta Maria Farmhouse, Il-Fontana, Gozo (Malta)

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Mail to: [only1ritz@gmail.com](mailto:only1ritz@gmail.com); Skype: gotlib1653

[www.ritzmollema.com](http://www.ritzmollema.com)

## Specialisations:

- Engineering | machinery | technical | manuals
- Advertising | public Relations | general marketing texts Communications | telecommunications | localizations (SAP)
- DVDs | media
- Medical
- Film & TV | cinema (subtitling)
- Hotels | tourism | restaurants
- Sports | fitness | leisure
- Legal
- Websites

# Ritz Mollema

## Personal Data

Date of birth September 3<sup>rd</sup> 1963  
Place of birth Leeuwarden, Netherlands  
Telephone +356 79078183  
E-Mail only1ritz@gmail.com  
Nationality Dutch  
Web [www.ritzmollema.net](http://www.ritzmollema.net)

Triq L-Isptar San Giljan 42  
FNT9013 Il-Fontana, Gozo

## Work Experience

Current work (2017) **Customer support, translations**

- Official Ireland website ([www.ireland.com](http://www.ireland.com))
- Get a Life ! publishing company
- Red Bull Magazine–translation/copywriting
- AVM GmbH Berlin – knowledge manager
- Teufel Audio, Berlin – customer support
- Vistaprint Berlin – graphic designer
- Lufthansa Callcenter (GTS), Berlin
- Bosch Communications Center, Berlin
- Literary translation of a Dutch author, Gerrit Komrij, into German ([www.der-verrat-meiner-generation.de](http://www.der-verrat-meiner-generation.de))
- Subtitling *Babelfisch*, Berlin E/G > NL

08/2007 – 12/2008 - Strato Medien AG, translation  
[Lekkerland Info Systems GmbH, Köln]

08/2007 – 12/2007 **SAP terminology project**  
[AT&T Amsterdam / Sykes]

01/2007 – 08/2007 **Customer support**  
[Strato Medien AG, Berlin]

03/2006 – 01/2007 **Lecturer in Dutch**  
[Logo-Sprachenschule, Berlin]

07/2005 – 01/2006 **Restaurant chef**  
[Restaurant vessels „Van Loon“, „Barkasse Josephine“ and „Philippa“, Berlin]

05/2005 – 02/2006 **Manager 3\*\*\* hotel (85 beds)**  
[Hotel Fachwerkhof – Bilm, near Hannover]

- Head of personnel (kitchen included)
- Marketing & purchasing head
- Quality control & optimisation

04/2001 – 07/2003 **Lecturer in English**  
[Piter-Jelles-College, Leeuwarden NL],  
An Open University includable framework  
evaluation project

Seit 02/2000	<p><b>Digitalization - Project manager</b>  [Berlin, Amsterdam/NL] A project dealing with the digitalization of a collection of historical negatives (b/w) from architect <i>Walter Borchard</i>, taken during and shortly after WW2 in Berlin</p>	
<b>Independent occupations</b>		
03/2000 – 02/2001	<p><b>Freelance journalist &amp; translations</b>  [Amsterdam, Netherlands]  Production (chronicle assembly) of a documentary broadcast for KRO-Radio, Hilversum/NL  Construction of an acquire datasystem for a Dutch PR/communications agent Scargo&amp;Young, Haarlem NL (worldtotouch.com)</p>	Triq L-Isptar San Giljan 42 FNT9013 Il-Fontana, Gozo
1998 – 2000	<p><b>Technical translations (E-G-NL)</b>  [4-Text, Berlin / Euroscript, Berlin]  Translation of technical documentation, software localization and operation instructions for diverse clients, handling translation tools such as Trados Workbench/Multiterm, WinAlign, Felix, Transit, and other</p>	
1998 – 1999	<p><b>Project manager</b>  [TBWA Querverbindungen GmbH, Berlin]  In conjunction with a publicity campaign for Deutsche Bahn AG Brandenburg  Publicity work</p>	
1997 – 1998	<p><b>Market-researcher, Project executive</b>  [Markt &amp; Daten GmbH, Modalis, Berlin]</p> <ul style="list-style-type: none"> <li>- Qualitative market research, market analysis  Telephone interviewing in Dutch, English and German language</li> </ul>	
1994 – 1997	<p><b>Restaurant and private contract chef</b>  (Diverse Hotels, Restaurants and Functions)  [Hotel Intercontinental Berlin, Hotel Adlon Berlin, Kunsthal Rotterdam (NL), La butte au bois / 1 Michelin *, Lanaken (B), Penal institution Sittard (NL)] and others</p> <ul style="list-style-type: none"> <li>- Catering operations (banquet), à la carte  (<i>Entremétier, gardemanger, saucier</i>)</li> </ul> <p><b>Freelance publicist</b> [Berlin, Rotterdam NL]</p> <ul style="list-style-type: none"> <li>- Author and re-writer for a travel guide about the history and origin of Berlin  <a href="http://www.aroundtheworldinberlin.net">www.aroundtheworldinberlin.net</a></li> </ul>	

## Education/Training

1991 – 1993

### **Psychology, propaedeutics**

[Open University Rotterdam]

1983 – 1985

[Academy of Journalism, Utrecht] (NL)

1987 – 1989

Marketing Business degree (**NIMA-A/B**)

Diploma 1982

### **Havo (college)**

[Piter Jelles College, Leeuwarden]

Subjects: Dutch, English,

German, Geographics, History,

French literature, Economics

2000 – 2015

Various courses and certificates  
(SDL, html5 and css3, language)

## Languages

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Dutch/Frisian

Mother tongue (bilingual)

German

Fluent oral and written skills

English

Fluent oral and written skills

French

School proficiency

Italian

Basic proficiency

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FNT9013 Il-Fontana, Gozo

## Other working/software skills

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Windows 10 professional plus technical preview (Microsoft) |

Mac OS X

MS Office Professional 2016

Edge | Firefox | Opera | Safari | Chrome | Maxthon

QuarkXpress | Adobe Photoshop | Acrobat Pagemaker |

Adobe InDesign

Wavelab | Adobe Premiere | Final cut pro

CRM software (SAP-terminology specialised | AVM GmbH)

**SDL Trados Studio 2017** (CAT tool) | MemoQ | Across | Memsource

Asynchronous Javascript & XML (AJAX) | jQuery | PHP | frameworks

CMS: Joomla | Drupal | Typo3 | **Wordpress** | Magnolia | Magento

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„The days are just packed!”

### Personal depiction:

- ✓ versatile | inquisitive | analytical | humorous | communicative | international | hands-on experience | gifted with languages | flexible | intuitive | autodidactic | social skills | bright
- ✓ **feed:** marketing | journalistic interest | social psychology | internet research | investigative | gifted with language | travelling | reading | lifetime learning, studying |

Linked 