
Lucy Jansen

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Enthusiastic and service-directed secretary with 15 years of experience in a notarial environment is looking for a new challenge in the world of translation.

AMBITION

You need help? Let me!

COMPUTER SKILLS

Microsoft Office holds few secrets. Much experience with databases, document management and layout, and correspondence.

LANGUAGES

*English (native speaker)
Dutch*

HOBBIES

Travelling with my husband to other countries to learn other cultures and become inspired.

Gardening and going to the gym regularly (Pilates and Tae Bo) keeps me fit.

Relaxing with films or books (detective stories, historical novels, fantasy).



Work Experience

- January 2014 **Lucidity Translations (www.luciditytranslations.eu)**
Owner / Freelance translator (Dutch to English)
- 1999-current **Wordfair English Language Services, Almere**
Personal Assistant (unpaid position)
- Tasks:
- editing and correction of academic articles and books
 - maintain invoice status
 - prepare monthly overview of credits and debits of bank account
 - payment of monthly invoices
 - submission of quarterly and yearly accounts to accountant
- 2002-2003 **Plantijn Casparie, Heerhugowaard**
Copy-Editor
- Tasks:
- editing of articles for medical, geographical and biological magazines
- 1993-1999 **Caedmon Translations v.o.f., Lelystad**
Translator / Editor
- Tasks:
- translation and editing of academic articles and books

- 2008-2013 **Corporate Law DLA Piper Nederland N.V., Amsterdam**
Notarial Secretary
- Tasks:
- maintenance of (international) contact with clients and companies
 - management of company and business files
 - fill in forms for and correspondence with national authorities
 - draft documents
 - a create and maintain company registers
 - create and send invoices
 - archiving
 - work in new co-workers
 - legalisation of documents
 - check / confirm personal and company givens with the municipal administration (GBA) and the Chamber of Commerce
 - check validity of identification (driving licence / passport) with the Verification Information System (VIS)
 - (arrange for) legalisation of documents by the Court and/or embassies
- 2004-2008 **Corporate Law Baker & McKenzie Amsterdam N.V., Amsterdam**
Notarial Secretary
- Tasks:
(see DLA Piper Nederland N.V.)
- 2003-2004 **Corporate Law CMS Derks Star Busmann, Amsterdam**
Notarial Secretary
- Tasks:
(see DLA Piper Nederland N.V.)
- 1998-2002 **Corporate Law Nauta Dutilh, Amsterdam**
Notarial Secretary
- Tasks:
(see DLA Piper Nederland N.V.)

Education

- 1991-1995 **Vrije Universiteit, Amsterdam.** Degree *doctorandus* (Master's equivalent) in English language and literature. Thesis: "Problems of Interpretation and Relationship within Wulf and Eadwacer."
- 1982-1983 **Brock University, St. Catharines, Ontario, Canada.** First year classes.
- 1978-1979 **Calvin College, Grand Rapids, Michigan, USA.** First year classes.

Appendix: List of Translation and Editing Activities

An ongoing activity is proofreading much of the work done by my translator / editor husband Dr. H. Jansen (WordFair English Language Services, www.wordfair.eu) before he presents it as a final product to his clients. As a result, I regularly proofread articles for the journal *Studies in Interreligious Dialogue* and (parts of) volumes for the series *Currents in Encounter*. I also have considerable experience in getting a text camera-ready (in Word), according to the publisher's specifications.

Translator: H.M. Vroom. *No Other Gods: Christian Belief in Dialogue with Buddhism, Hinduism, and Islam*. Grand Rapids, MI / Cambridge, UK: Wm. B. Eerdmans Publishing Co., 1996.

Editor: Hub Zwart. *Ethical Consensus and the Truth of Laughter*. Kampen: Kok Pharos Publishing House, 1995.

Various articles and / or books, in collaboration with my husband Dr. H. Jansen

- 2009: Translation of: Martien E. Brinkman. *The Non-Western Jesus: Jesus as Bodhisattva, Avatara, Guru, Prophet, Ancestor and Healer*. Cross Cultural Theologies. Eds. Jione Havea et al. London: Equinox.
- 2008: Translation of: Jan Peter Schouten. *Jesus as Guru: The Image of Christ Among Hindus and Christians in India*. Currents of Encounter 36. Eds. J.D. Gort et al. Amsterdam: Rodopi.
- 2002: Editing and camera-ready preparation of: M. Dhavamony. *Hindu-Christian Dialogue: Theological Soundings and Perspectives*. Currents of Encounter 18. Amsterdam: Rodopi.
- 1998: Translation of: H.F. de Wit. *The Spiritual Path: An Introduction to the Psychology of the Spiritual Traditions*. Pittsburgh: Duquesne University Press.
- 1997: Editing and camera-ready preparation of: H.M. Vroom and J.D. Gort (eds). *Holy Scriptures in Judaism, Christianity and Islam: Hermeneutics, Values and Society*. Currents of Encounter 12. Amsterdam: Rodopi.
- 1996: Translation and editing of the larger part of: H. Schoot (ed.). *Tibi soli peccavi: Thomas Aquinas on Guilt and Forgiveness*. Leuven: Peeters.
- 1996: Translation and camera-ready preparation of: W. Stoker, *Is the Quest for Meaning the Quest for God? The Religious Ascription of Meaning in Relation to the Secular Ascription of Meaning. A Theological Study*. Currents of Encounter 11. Amsterdam / Atlanta, GA: Rodopi.
- 1996: Editing and camera-ready preparation of: *Aiming at Happiness: The Moral Teaching in the Catechism of the Catholic Church*. Ed. F. Vosman and K.-W. Merks. Kampen: Kok Pharos.
- 1994: Translation and camera-ready preparation of: R. Fernhout, *Canonical Texts: Bearers of Absolute Authority (Bible, Koran, Veda, Tipitaka). A Phenomenological Study*. Currents of Encounter 9. Amsterdam/Atlanta, GA: Rodopi.
- 1994: Translation and camera-ready preparation of: A. van Heijst, *Longing for the Fall*. Kampen: Kok Pharos.
- 1994: Editing and camera-ready preparation of: *Human Rights and Religious Values: An Uneasy Relationship?* Ed. A.A. An-Na'im et al. Currents of Encounter 8. Amsterdam / Atlanta, GA: Rodopi.