

## DIANE VAN HOOFF

### Distinctly Dutch, Ltd.

5716 S. Blackstone Ave.

Chicago, IL 60637

Tel. + Fax : 773-955-5086

Cell : 773-573-8208

E-mail : [dvanhoof@sbcglobal.net](mailto:dvanhoof@sbcglobal.net) – [info@distinctlydutch.com](mailto:info@distinctlydutch.com)

Website : [www.distinctlydutch.com](http://www.distinctlydutch.com)

## NATIVE LANGUAGE: DUTCH/FLEMISH

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**Translator/Interpreter since 1994:**

**ENGLISH - DUTCH/FLEMISH  
DUTCH/FLEMISH - ENGLISH**

### Translating, editing, proofreading, interpreting, voice-overs

Member CHICATA Chicago Area Chapter

Member ATA - Associate Member in Good Standing

Member EuroChicago

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### EQUIPMENT

- PC - Windows XP Professional
- Microsoft Office 2007 - Adobe Acrobat Professional 7.0 - FrameMaker 7.0
- CAT tools: SDL Trados 2007 and SDL Trados Studio 2009

### AREAS OF SPECIALIZATION

#### Translation Services

- **Medical** - Extensive experience translating for clinical research organizations (translation and back translation of patient questionnaires, Informed Consent Forms, patient information leaflets, patient diaries, guides for doctors and patients, Case Report Forms, documents for regulatory submission and review); multimedia presentations; manuals of medical devices and instrumentation
  - Conducted cognitive debriefing sessions with in-country subjects regarding the linguistic validation of medical questionnaires;
- **Technical** - Automotive, customized pallets, coating measurement instruments, multimedia projectors, water treatment systems, snow blowers, heat transfer technology, hydraulic pumps
- **Training Manuals (Human Resources)** - Shell, GE, Unisys, PricewaterhouseCoopers, Microsoft
- **Humanities** – Newspaper series on Jewish art looted during the war, excerpts of 17th century atlas
- **Legal** - General legal documents, contracts
- **Tourism** – Worldwide Cruise Holiday brochures for Royal Caribbean and Carnival Cruise Lines, audio tapes for historic sites (Key West Trolley Tour, Amish Country, Miccosukee Indian Reservation)
- **Oenology** – Worked for various vineyards (Ernest & Julio Gallo - Stefani - Barrelli Creek - Laguna Ranch - Freio Ranch – Chiotti)
- **Computer** - Software localization, software manuals, printer manuals
- **Textile/Apparel** - Sportswear and (athletic) footwear
- **Advertising Copy/Marketing** - Cosmetics, sportswear, airlines, software, fitness equipment, pharmaceuticals
- **Chemistry** – Material Safety Data Sheets, legislation herbicides/germicides

### **Interpreting Services**

- Experienced interpreter involved in several long term, high profile, international patent infringement and personal injury cases. Interpreting skills were needed in depositions, document discovery, client meetings, witness preparation, (consecutive) court interpreting (scientific, medical, technical). Aware of appropriate legal protocol and of cross-linguistic and cross-cultural equivalence
- Telephone interpretation

### **Voice-Over Recordings**

- Pivot Point International (Cosmetology and Esthetics Education) –DVD Salon fundamentals
- Telephone messages for various companies

## **REFERENCES**

### **Translations:**

- Corporate Translations, Inc. (860-450-0405) – Carolyn Toomey, Karin Gingras ([ctoomey@corptransinc.com](mailto:ctoomey@corptransinc.com)) ([kgingras@corptransinc.com](mailto:kgingras@corptransinc.com))

### **Interpreting:**

- Leydig, Voigt and Mayer  
2 Prudential Plaza, 49<sup>th</sup> floor  
Chicago, Illinois 60603  
Contact person: Jeffrey Burgan (312) 616-5600 ([jburgan@leydig.com](mailto:jburgan@leydig.com))

## **OTHER RELEVANT WORK EXPERIENCE**

### **Senior Research Associate**

Conducted research interviews by phone in Belgium and the Netherlands for Strategex (a marketing consulting firm), Fall 2008

### **Language Instruction (Dutch)**

- Developed and taught Dutch language courses (beginners-advanced), Belgian Embassy, Washington, D.C., winter and spring 1995
- High school teacher, taught Dutch at various high schools in Belgium, 1978-1982

### **Language and Literature Instruction (English, French, German)**

- Writing Consultant for Social Security Administration, Baltimore, MD, Dec '90 and Jan. '91. Developed and taught Writing Skills for Professionals
- Part-time Senior Lecturer, English Department Towson University, Baltimore, MD, 1988-1998. Courses taught: Writing for Business and Industry and Classical Mythology.
- Developed and taught History and Civilization of the Low Countries, College of Notre Dame, Baltimore, MD, Summer '89, Fall '88,'89,'92, and '93
- Teaching Assistant French, University of Georgia, Athens, GA, 1984-1986
- Teaching Assistant Comparative Literature, University of Georgia, Athens, GA, 1984-1986
- High School teacher English and German at various high schools in Belgium, 1978-1982

### **Editorial work**

- Part-Time Editorial Assistant, Department of Psychiatry, Johns Hopkins University, Baltimore, MD, 1987-1988
- Copy Editor at the Zuidnederlandse Uitgeverij [Publishing Company], Aartselaar, Belgium, 1978-1982

## EDUCATION

- Ph.D. Comparative Literature, University of Georgia, Athens, GA, 1988
- M.A. Comparative Literature, University of Georgia, Athens, GA, 1984 (Phi Beta Kappa)
- Degree in Advanced French, Landelijke Bediendencentrale (Cum Laude), Belgium, 1982
- Licentiate [M.A.], Germanic Philology (English and Dutch Linguistics and Literature) (Cum Laude), University of Antwerp, Belgium, 1978
- Teacher Certification in English and Dutch (Magna Cum Laude), University of Antwerp, Belgium, 1978
- Kandidaat [B.A.], Germanic Philology (English and Dutch Linguistics and Literature), University of Antwerp, 1976
- High School, Sint-Vincentius, Mortsel, Belgium, 1968-1974

## LECTURES AND PRESENTATIONS

- "Is Mary of Nimmegen a female Faust? The Medieval Dutch Miracle Play *Mary of Nimmegen* (Mariken Van Nieumeghen) and its relationship to the Faust Legend." October 14, 1992. Towson State University's Women Studies Colloquium, Towson, MD
- "Mary of Nimmegen: The Devils' Concubine," October 23-25, 1986. Twelfth Annual Conference of the Southeastern Medieval Association, Athens, GA
- "Adolphe à la recherche d'une identité et d'un passé," May 14-16, 1986. Sixth Annual Conference on Romance Languages and Literatures, Cincinnati, OH
- "Strange Loops in Robbe-Grillet and Escher," February 26-28, 1986. Twentieth Century Literature Conference, University of Louisville, Louisville, KY
- "The Saint and the Sinner: Von Gandersheim *Paphnutius* and France's *Thais*," October 25-26, 1985. Conference on Christianity and Literature, Ashland College, Ashland, OH

## ARTICLES

- "The Eighteenth Annual Conference Sheds a New Light on Getting Down to Business," *Chicata News*, (August 2006):1
- "A Discussion on Computer Aided Translation Tools," *Chicata News*, (March 2003): 5
- Seven bio-bibliographical essays in *Encyclopedia of Continental Women Writers*. Ed. K.M. Wilson. New York: Garland Publishing, 1991
- Critical Essays on R.K. Narayan in *Post-War Literatures in English: A Lexicon of Contemporary Authors*. Eds. Hans Bertens, Theo D'Haen, Joris Duytschaever, Richard Todd. Alphen a/d Rijn: Samsom Uitgeverij, Wolters-Noordhoff, 1990
- "Strange Loops in Robbe-Grillet and Escher," *Restant: Review for Semiotic Theories and the Analysis of Texts*. 14 (1986): 29-38