

# **Agnes Willy P. Johnson**

*30 Fosters Circle, Shenandoah Junction WV 25442*

*Phone (301) 789 2324, Cell phone: 304-596-4342*

*E-mail: Willsdroom@hotmail.com*

**Languages:** German, Dutch into English; English and German into Dutch.

**Working with CAT tools:** SDL Trados Studio 2017, MemoQ 8.4, Wordfast and Across

**My profile:** <http://www.proz.com/translator/852670>

**My Skype ID:** AgnesWilly Johnson

**Department of Justice Security Clearance:** Valid since October 2012

## **Employment:**

### **May 1999 –Present**

### **Freelance Translator**

Translation, Editing/proofreading, Project management, Operations management.

**Specialties:** Medical reports/ Legal/Business/Commerce (general) and general documents, automation & robotics. Computers: Systems, Networks, Printing & Publishing, IT, Guidelines, books, data entry, proofreading and coding and all general translation work.

### **July 2014 – Present**

### **Freelance Translator**

**ManpowerSecureGroup, 6400 Arlington Blvd, Falls Church VA**

Translating classified legal, DoJ files, medical and science documents from Dutch, Flemish and German into English, and from English into Dutch.

### **November 2009 -Present**

### **Freelance Translator**

**Pro Translating, 2850 Douglas Rd., Coral Gables, FL 33134**

Translating Dutch, Flemish and German surveys into English

### **April 2002 - Present**

### **Freelance Translator**

**LegalSource Staffing Solutions, 2020 K St, NW, Suite 700, Washington, DC 20006**

Reviewing and coding (privileged, responsive, non-responsive) of legal documents, data entry, and translation from Dutch and/or German into English, working with Ringtail Legal, Concordance, and Opticom

### **June 1999 – September 2002**

### **Office Manager**

**American Embassy, Lange Voorhout 102, 2514 EJ, The Hague, Netherlands**

Responsible for all duties as the central activity coordinator of all internal GSO (General Services Office) actions and documents: preparing Time and Attendance Reports, serving as Supply Room Manager, processing Daily Vehicle Reports of Motorpool in Excel, and conducting the annual Non-Expendable Property Inventory (NEPA).

Responsible for the selection, arrangement, confirmation or cancellation of hotel accommodations for all agencies of the Mission, and preparation of official travel orders.

Serving as Control Room Officer during official visits of senior officials, Codels and StafdeIs and other official visitors, reviewing procurement requests, determining the type of action necessary, preparing Purchase Orders, and following up on the status of PO to ensure that the requirement of the Prompt Payment Act was adhered to. Responsible for the procurement, issuance, and maintenance of all equipment to decontaminate all Embassy workspaces and personnel. Arranging reservations for TDY quarters, ensuring proper maintenance, cleaning, and invoicing property users. Coordination with Office of Overseas Buildings Operations Interior Design and Furnishings Branch in order to maintain and properly furnish the Residences of the Chief of Mission and the Deputy Chief of Mission. Maintaining the Telephone Unit Invoice System and other records in IRM Access database during the absence of the Telephone Unit Chief.

## References:

**Dirdam Language Solutions, SL**  
**Calle Basilea 12**  
**Madrid, Spain**  
**Phone: +34 627-614-609**  
**E-mail: [michel.imhof@dirdamls.com](mailto:michel.imhof@dirdamls.com)**

**Linguistic Systems, Inc.**  
**201 Broadway**  
**Cambridge, MA 02139**  
**Phone: 617-528-7400**  
**E-mail: [mostansar@epictranslations.com](mailto:mostansar@epictranslations.com)**

**Chris O'Connor**  
**2320 South Oak Drive**  
**Red Wing, MN 55066**  
**Phone: 651-212-6629 / Cell: 651-347-9733**  
**E-mail: [oconnorcm3@yahoo.com](mailto:oconnorcm3@yahoo.com)**

## Education:

Touchstone Life Coach program	West Virginia	2013 – 2014	Professional practitioner
Quad Graphics Martinsburg	West Virginia	2004 - 2007	Interpersonal Work Relations, On-The-Job Training Courses
Dep. of State	The Hague	Netherlands	2002 Crisis Management Training
Dep. of State RSC	Frankfurt	Germany	2001 Communications Skills
Dep. of State	The Hague	Netherlands	1999 Surveillance Detection
R.O.V.C.	Eindhoven	Netherlands	1998 Business Administration
N.B.B.	Roermond	Netherlands	1997 Management Assistance
S.M.A.H.	The Hague	Netherlands	1992 Business Administration
S.V.L.P.	The Hague	Netherlands	1991 Bookkeeping, Computer Skills
M.E.A.O.	Maastricht	Netherlands	1975 Executive Assistant/English/German
L.E.A.O.	Kerkrade	Netherlands	1972 Bookkeeping/English/German