

CV XYQ Martokarijo

Personal information

Surname:	Martokarijo	Nationality:	Dutch
Forename:	Xenofon, Yaïr, Quincke	Address:	Weg naar Reeberg 27
Usual name:	Xeno	Postal code:	-
Birth date:	15 September 1978	Location:	Lelydorp, district Wanica
Gender:	Male	Country:	Suriname
Birthplace:	Paramaribo (Suriname)	Driving license:	B
Marital condition:	Married	E-mail address:	x.martokarijo@nofonex.com
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Work experience

Nofonex AV Productions (private company)

Position: (entrepreneur) director / freelancer / content producer

Period: July 2020 – present

Location: Suriname

Tenure: variable

Employee(s): 1 FT/PT

Primary activities:

- The preparation, development, production and marketing of audio and video content.



Nofonex Online Services (private company)

Position: (entrepreneur) director / freelancer

Period: March 2017 – present

Location: Suriname

Tenure: variable

Customers: 8 (January 2020)

Employee(s): 14 FT/PT

Primary activities:

- Developing commercial online / office services (voice-over, transcription, machine translation editor, proofreader, data entry, call center, translation, copywriting), production (transcription, copywriting, translation, proofreading), building up, expanding customer relations and support employees.

Clients:

- Digiwagon (transcription), CCJK (transcription), Ryanian (transcription), PL (transcription), SpeechOcean (transcription), Polilingua (transcription), Global Voices (transcription), Pactera (transcription, annotation), Translation Pal15 (QC), GoLocalise (translation, subtitling), Grand Strong Limited / Glodomtec (translation, proofreading), Sichuan WSYJ Translation Service (translation), Textbroker (article writing), RWS Moravia (translation, queries, machine translation post editing - MTPE), Lionbridge (transcription, proofreading, annotation), Summit Works Vertalingen & Communicatie (translation), MSS Capetown (transcription, proofreading), Berga Juridisch (transcription) and SDL (QC, proofreading, translation).



Nofonex Farming (hydroponic farm, private company)

Position: (entrepreneur) hydroponic farmer

Period: April 2017 – present

Location: Suriname

Tenure: variable

Customers: >20

Employee(s): 3 FT

Primary activities:

- Company development, logistics, production management (vegetables), building up and expanding customer relations.

Secondary activities:

- Building and maintenance.



Nofonex Farming (poultry farm, private company)

Position: (entrepreneur) poultry farmer

Period: May 2013 – April 2017

Location: Suriname

Tenure: variable

Customers: variable

Primary activities:

- Company development, personnel management, logistics, stock management and customer relations.

Secondary activities:

- Building and maintenance, operational support.
- Support dairy farm (family business).

Nofonex Projectmanagement, Trade en Productions (private company)

Position: (entrepreneur) project manager, account manager en music producer

Period: May 2010 - April 2013

Location: The Netherlands

Tenure: variable

Customers: 4

Primary activities:

- Project manager: project coordination for retail store projects, advice and support for developing business processes.
- Account manager: develop and execute promotional activities, buy and sell Surinam snacks and developing snacks.
- Music Producer: composing, arranging, recording, mastering and editing.

Secondary activities:

- Financial management.
- Hire extra personnel (promotion and production) including extra administration.

InfraSec (alarm-, CCTV and electric installer)

Position: calculator & planning

Period: September 2012 - November 2012

Location: The Netherlands

Tenure: 36 hours

Primary activities:

- Calculate for quotations, location visits for work preparation, planning, checking the administration of completed works.

Secondary activities:

- Helpdesk for troubleshooting, optimizing business processes, evaluate company strategy.

Facilicom Facility Solutions (FFS)

Position: project manager

Period: December 2008 - October 2009

Location: The Netherlands

Tenure: fulltime (40 hours)

Primary activities:

- Real estate maintenance and accommodation management projects. Advice and/or conduct of de- or increasing real estate locations. Make empty accommodations rentable by rearranging and redevelopment; coordinate restoration activities; conduct transmigration; technical completion and redirecting offices, including work preparation and project administration.
- Execute a facility scan with the focus on processes, quality and finance of the facility management organization. The result is an advice report at management level with concrete points of interest and recommendations.
- Accomplish projects of and with a Facility Coordinator and/or Facility Estate Manager.

Secondary activities:

- Develop SLA's, analyze facility contracts of Facility Coordinators, develop an analysis model, internal research on cost reduction opportunities, develop model project plans in MS Project en write an internal policy plan with procedures and checklists for a pandemic threat in 2009 (Mexican flu).

Quality Facility Services (QFS)

Second position: project manager

Period: January 2005 - December 2008

Location: The Netherlands

Tenure: fulltime (40 hours)

Primary activities:

- Accomplish retail store projects through project coordination, planning, calculation, communication and overseeing on location from design to aftercare.
- Choosing and maintain contact with contractors on behalf of the client.

Secondary activities:

- Managing workers on the project, support colleagues by simple design drawing and planning retail store maintenance.
- Internal research and advice on telecommunication contracts, request for local government subsidy, internal ICT applications, corporate communication (website), analyze data and report developments (finance, helpdesk, project information), templates (planning, reports, letters), calculation models and develop services, acquiring personnel (intake) and support recruitment.
- Research and report (process, cost, organization, relation) business process improvement for clients.

First position: Coworker general support

Period: July 2002 - December 2004

Location: The Netherlands

Tenure: fulltime (40 hours)

Primary activities:

- Research, report and implementation of internal organization developments.

Secondary activities:

- Support helpdesk.
- Information management projects and archives.
- Check administration, analyze and minute.

Robeco (investment company)

Position: Call center employee

Period: April 2000 - December 2001

Location: The Netherlands

Activities:

- Answer phone calls about simple investment questions and financial product information.
- Execute financial transactions.
- Provide commercial advice.

Education & courses

Haagse Hogeschool

Education: Facility Management (diploma, higher professional education, bachelor degree)

Location: The Hague (The Netherlands)

Period: September 1997 - July 2005

Subjects e.g.: Hospitality Management, Accommodation management, Communication, Marketing, Business economics, Management skills, Event management, Risk management, Change management, Personnel management, Conflict and Negotiating en Total Quality Management.

Robeco:

Course: Internal Investment fund course (certificate)

Location: Rotterdam (The Netherlands)

Period: June 2001

Pieterman & Partners

Course: Client- and sales orientated telephone communication (certificate)

Location: The Netherlands

Period: April 2000

Albeda College Rotterdam

Education: HAVO (diploma, senior general secondary school)
Location: Rotterdam (The Netherlands)
Period: September 1996 - June 1997
Subjects: Dutch, English, Economics, Trade and Mathematics

Johannes Calvijn

Education: VWO (no diploma: 5th grade, scientific secondary school)
Location: Rotterdam (The Netherlands)
Period: September 1990 - April 1996
Subjects: Dutch, English, Economics (1 & 2), Trade, Geography and Mathematics

Internships

Quality Facility Services (QFS, commercial company)

Internship: [graduation internship](#)

Period: 21 January 2004 - 6 July 2005
Location: Rotterdam (The Netherlands)
Activities: Research the application of strategic policy of the organization resulting in recommendations and an execution plan based on strategic aims.

Internship: [management internship](#)

Period: 25 February 2002 - 12 July 2002
Location: Rotterdam (The Netherlands)
Activities: Company image research (intern and extern) and market potential resulting in a list of recommendations and an implementation plan (Strategic Marketing Communication plan).

Academisch Ziekenhuis Rotterdam (AZR, academic hospital)

Internship: [traineeship](#)

Period: 10 October 1999 - 10 January 2000
Location: Rotterdam (The Netherlands)
Activities: Orientation in diverse facility services (transportation, kitchen, cleaning, post office, reproduction), including in both the Sophia kindziekenhuis (children hospital) and the formerly known Dijkzigt ziekenhuis (current Erasmus MC).

Computer skills

AmberScript, Memsources, SDL Trados Studio, ExpressScribe, Adobe (Acrobat, Illustrator, Indesign), Autocad, Cubase, MS Office 2003 (Outlook, Word, Excel, PowerPoint, Project, Publisher & Visio), Trados Studio 2015.

Sideline activities

Hobbies

- Bible study;
- Music production;
- Watching movies;
- Developing new business ideas.

Voluntary activities

Gemeente 'Eagle Wings Ministries' (evangelical church)

Period: May 2015 – present
Location: Lelydorp, district Wanica (Suriname)
Activities: Keyboard player, chairman Fundraising Commission

Gemeente 'De Vuurgloed' (evangelical church)

Period: May 2013 – April 2015
Location: Reeberg, district Wanica (Suriname)
Activities: Keyboard player.

Cama gemeente 'De Nieuwe Grond' (evangelical church)

Period: July 2013 – September 2013
Location: De Nieuwe Grond, district Wanica (Suriname)
Activities: Keyboard player, vocal- and music team builder.

Evangeliegemeente Het Zout der Aarde (evangelical church)

Period: 2008 – 2013
Location: Rotterdam (The Netherlands)
Activities: Coordinator musicians, keyboard player, missionary work and adviser building & construction and general cases.

Reference

Contacts

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(more references available upon request)

Digital

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