

CURRICULUM VITAE

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Jette - 19/09/1981
Permis B
Languages : NL – FR – EN

ABOUT ME

With over 25 years of experience in office management, facilities, customer service, and administrative operations, I bring a strong track record of creating efficient, well-organized, and positive workplace environments. I am a pragmatic and solution-oriented professional, skilled at managing multiple priorities, anticipating challenges, and finding effective solutions in fast-paced environments.
As a natural networker and relationship builder, I enjoy connecting people, fostering collaboration, and building strong relationships with colleagues, clients, suppliers, and stakeholders. I combine strong organizational skills with a hands-on and people-focused approach to streamline processes, improve workplace efficiency, and contribute to successful outcomes.
Driven by collaboration, continuous improvement, and a genuine passion for people and workplaces, I strive to create environments where both teams and organizations can thrive

STUDIES

- 1986 à 1993 : Saint Louis
- 1993 à 1998 : Saint Louis (Latin / langues)
- 1998 à 1999 : Redouté Peiffer (Tourisme)

EXPERIENCE

Freelance (01/2009 – till now):

Royal Belgian Society of Rheumatology	Office, event & Finance Manager
Sinfony France (6 years)	Office, event & Finance Manager
Sinfony Connect (2 years)	Account Manager
Sinfony Digital (6 months)	Customer Happiness Manager
Atritis (still in function)	Office, event & Finance Manager
TWIDO (still in function)- Co-Founder	Finance, event, Facility and office manager
MSD Animal health (7 years)	Executive & Facility assistant to EU/Global Policy
SBM (1 year – replacement)	Customer service – Administration – Accounting
Real estate agency Tervuren (2 years)	Managing incoming mails – Managing planning for the visits – Reception – Secretary - Administration
Real estate agency Etterbeek (5 years)	Managing of apartments – Sales – Renting Building Management – Secretary – General Support
Bureau d'expertise Jean Boland (10 years)	Secretary – Accounting – Administration
CIBRU ASBL (3 years)	Secretary – Accounting – Administration – Event
Immo Walckiers ASBL (3 years)	Secretary – Accounting – Administration
D. Fourneau SCRL (12 years)	Accounting – Administration – Facility coordinator
Sem'On Business (4 years)	Sales and event organization
Isamedia (1 year)	Event Organization

Employee (10/1999 – 07/2009):

IRIS : Safety Administrator (part-time – short term contract) - **(04/2009 till 7/2009)**
- Personnel administration
- Follow up works accident
- Administrative tasks
- Reporting

Küppersbusch: Office Manager - **(07/2006 till 10/2008)**
- Management Assistant
- Manager of the internal commercial department
- Marketing
- HR assistant
- General Administrative tasks (I/O calls for accounting and marketing – Follow up accounting – Input of invoices – Reporting - Car Policy, …)
- IT - Maintenance of the website and the IT infrastructure in collaboration of IT Dept.
- Event organization (Batibouw)

Clearwire: Office & Facility Manager - **(02/2006 till 07/2006)**
- Administrative tasks
- Fleet and Facility Management
- Travel Management
- Event organization
- Training organization
- Management assistant of the CEO
- People Management

Dade Behring: Office & Management Belgium/The Netherlands - **(01/2003 till 02/2006)**
- Administrative / HR tasks
- Assistant to the CEO (Belgium and France)
- Fleet and Facility Management
- Travel Management
- Event & Training organization
- ISO (support to the quality Manager)

Ascom/Neopost: Administrative assistant Customer Services **(07/2001 till 12/2002)**
- Commercial & Administrative tasks.
- Secretary
- Help Desk support
- Follow-up planning of the engineers

Ascom: Dispatching - Telemarketing – Secretary **(06/2000 till 06/2001)**

Dodi: Reception and secretary **(02/2000 till 05/2000)**

IT

Microsoft and Mac office
Database: Exact - AS400 – Navision – ACT – Oracle – CHEOPS – SAP – VERO – ODOO – Copilot