

This CV is anonymous for security purposes - In order to obtain access to this candidate, you must be an identified business

In charge of communication

Motivated, accomplished, professional with extensive management, problem-solving and communication skills, don't give up until the tasks are completed perfectly.

Seeking a challenging position within a dynamic international organization with room for long-term growth and personal and professional development. Language proficiencies include English & French.

Work experience

September 2004
December 2004

Assistant of production

Mission: Production Assistant for TV program Ca Va Se Savoir
Duties: Public Reception
Event Promotion
Advertising and Daily Press Creation
Logistics
Website Management

September 2003
October 2003

Hostess of reception

Mission: Reception Hostess
Duties: Public Reception Information Provider during the showing of Belgian Publicity

January 2002
January 2002

Hostess of reception

Exceptions 2 (Brussels)
Mission: Reception Hostess
Duties : Public Reception
Information Provider during the showing of Brussels Fashion Fairs

July 2001
August 2001

Secretary

Electrabel (Belgian Company of Electricity)
Mission: Secretary
Duties: Administration
Invoice Processing

February 2001
April 2001

Telemarketing

Phonocom (Brussels)
Mission: Telemarketer
Duties: Vendor Accounts Invitation

Diplomas and education

Since September 2005	EF International Language schools Student in the Intensive English Program
September 2002 June 2005	EPFC (School of Promotion and Continuous Training from the ULB University and Chamber of Commerce and Industry of Brussels) Diploma - Communication, Public Relations
September 2001 June 2002	Berlitz International Diploma - Linguistic Formation. Training of the basic notions of Dutch and English
September 1997 June 2000	GPH (Gosselies Providence Humanités) Diploma - Higher Secondary Education

Language skills

English

Speaking competence: Fluent, **Written competence:** Fluent

French

Speaking competence: Native speaker, **Written competence:** Native speaker

Various

Reading/Writing

Psychology, Occupational Psychology and Positive Thinking.
"The Power of Intention," "Fish: A Remarkable Way to Boost Morale and Improve Results"
Miscellaneous articles

Data processing

Website Creation, Computer Graphics and Design, CAM (Computer Aided Manufacture)

Communication

Creation of booklets, frames and advertisings to improve communication