

Curriculum Vitæ

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About myself:

An experienced traveler who is looking for an international orientated company where I am able to excel my current working skills and interests to the next level!

Work Experience:

International Immigration Officer Vrije Universiteit Amsterdam

Via Projob
Jan. 2019 – Mar. 2019

- Process and evaluate visa, residence permit and working permits for staff.
- Provide advice and guidance on aspects of the immigration processes.
- Relationship management with staff before and during their arrival.
- Contribute to a welcoming and international atmosphere.
- Contribute to the quality assurance of our services.
- Contribute to positive team spirit and open work culture.

Immigration Specialist Settle Service (Interim)

Via LinkedIn
Mar. 2018 – Jul. 2018

- Independently arranging and recording a variety of services and documentation related to Immigration, relocation and HR including applying for residence permits and the 30% facility.
- The acceptance of authorizations of clients and relocation coordinators.
- Approaching clients and transferees in an efficient manner to inform them about timely delivery of all necessary documents.
- Providing guidance and advice to Immigration officers, companies and relocation consultants regarding global mobility procedures.
- Establish contact with IND, CWI and other government institutions when necessary.
- Enabling consultants to supervise expats to IND or other government institutions.
- Informing the transferee and the relocation coordinator / client about the progress of processes on a regular basis.
- Ensure that timelines are correct (e.g. signaling when the intended start date is reached/cannot be achieved) and colleagues and / or transferees and / or client actively approach if they are to be overdue.

Officer Compliance / IND Specialist

Middle Point B.V.

Approached via LinkedIn

Oct. 2017 – Mar. 2018 (Temporary / project based)

- Independently arranging and recording a variety services and documentation related to HR and immigration, including applying for residence permits and the 30% facility.
- Maintaining contacts with external companies including IND, IN Amsterdam and municipalities.
- Advising on IND related matters like the 30% regulation and compliant remunerations.
- Creating personal files into- and drafting contract with personal system (Profit).
- Coordinating absence by illness and recovery through UWV.
- Creating compliance risk analyses for compliance with applicable laws and regulations.
- Involvement in benefit/policy developments.
- Implementation and support for the relocation and registration processes.
- Conducting English correspondence, primarily by email and letter as well as verbally.
- Supervision of the inflow, mobility and outflow of employees.
- Correct drafting and recording of various contractual agreements.
- Integrally participate in various projects for the purpose of department efficiency.

HR- and Expat Coordinator

NKI-AVL (Dutch cancer research institute, Antoni van Leeuwenhoek hospital)

Through advertisement on company website

Apr. 2010 – Jun. 2017

- Advisement and guidance to project- and team leaders regarding new (expatriate) employees.
- Performing interviews in English regarding the secondary labor conditions (e.g. health insurance, pension plan, bicycle plan, salary grades etc).
- Consulting with employees regarding functioning and problems.
- Working as confidential counsellor for employees.
- Involvement in benefit/policy developments.
- Organizing, presenting and coordinating English introduction-days for new, foreign employees.
- Assist and coordinate day to day operations of HR functions and duties.
- Coordinate and support the recruitment and learning & development department regarding expatriate employees.
- Attending in several project groups for enhancing the working processes, implementing new HRM software systems and assisting in the creation of English webpages with information for foreign employees.
- Create workflows, catalogues and manuals to fixate company procedures.
- Attending and advise in several HR-related meetings.
- Independently arranging numerous affairs for incoming expatriates, such as:
 - Applying for several kinds of permits.
 - Applying for the 30% Tax Facility.
 - Functioning as main contact for external companies as: IND, Expatcenter, UWV Werkbedrijf and Belastingdienst/ Buitenland.
- Providing guidance for housing.

HR Assistant/Expats

All Options BV Stock Exchange, Amsterdam

Through DS8 Consulting Agency

Jun. 2008 – Oct. 2009

- Coordinating communicational and administrative activities.
- Counseling employees regarding functioning and problems.
- Working as confidential counselor for employees.
- Social integration with employees.
- Organizing introduction presentations and presenting for new employees.
- Attending HR- meetings.
- Communicating with HR regarding information of new employees.
- Carries out Candidate Background Investigations.
- Plans evaluation interviews with employees.
- Informing HR –colleagues about issues regarding evaluations.
- Creating announcements and policies for the company.
- Creating contracts for new employees.
- Creating addendum's for existing employees.
- Supporting projects for Training & Development.

Project based jobs. Several locations.

Assignments at companies such as Cargill, Ajax-Chubb, Hilkman bv, Koopman bv and the Municipality of Amsterdam

Sep. 2001 – Apr. 2010

Tasks may include:

- Coordinating communicational and administrative activities.
- Counseling employees regarding functioning and confidential issues.
- Coordinating absence by illness and recovery.
- Pre-selecting incoming CV's.
- Project arrangements and assistance for Human Resources, Recruitment and Training & Development departments.
- Attending work related meetings.
- Participating in a variety of work related courses and seminars.
- Controlling, adjusting and improving European legislations and guidelines.
- Organizing introduction presentations and presenting for new employees.

Education:**2nd Montessori MAVO, Amsterdam**

From 1993 – 1997

(diploma received)

MBO for Economical Tourism, Utrecht

From 1997 – 2001

(diploma received)

HBO Organizational Psychology (module)

Final grade 7,5

Courses and seminars:

Salary mutations courses (in-house).

Basic and advanced employment law courses (in-house).

Emergency services.

“Inwerkingtreding Wet Modern Migratiebeleid- Kennismigranten”. (via Immigratie- en Naturalisatiedienst).

“Wet Modern Migratiebeleid en Wet Arbeid Vreemdelingen”. (via HR Academy).

Perman-Web salary mutations.

Basic Life Support and AED.

Profit in-company training.

Computer Skills

Windows, Microsoft Office (Word, Excel, Outlook, PowerPoint, Exact), Lotus Notes, Fidelio, Galileo, IATA, File maker Pro 5, Enterprise, Citrix, Perman II, A/S 400, ADP (employee mutations), Perman-Web, Oracle, AFAS-Profit, TOPdesk, Share Point, Relotracker, Office 365.

Languages

Dutch (native language), English (advanced), German (intermediate), Japanese (Level N4, studying)

Personal Qualities

International, honest, communication skills, independent, empathic.

Blogger and advisor at: thesushitimes.com (Dutch).

Studying the Japanese language.

Transcriber / subtitler for YouTube

Personal Interests

Traveling, Japanese culture- and subculture, gaming, movies, enjoying life!