

# Curriculum Vitæ

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## Romy Aurora Johanna van Broekhuijsen



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### About myself:

Currently looking for a position (traineeship/ internship/ junior part-time) to support me on my way in becoming a Full Stack Software Developer. I've recently finished programming with HTML, CSS3, JavaScript and am currently working with Python.

### 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 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 advise 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 others 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:**

#### **Full Stack Software Developer – Code Institute (Via Edinburgh Napier University)**

2018 - current

#### **HBO Organizational Psychology (module)**

Final grade 7,5

#### **MBO for Economical Tourism, Utrecht**

From 1997 – 2001

(diploma received)

#### **2nd Montessori MAVO, Amsterdam**

From 1993 – 1997

(diploma received)

### **Courses and seminars:**

Salary mutations courses (in-house).

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

Emergency services.

"Inwerkingtrede 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**

HTML5, CSS3, JavaScript, GitHub, GitLab (and will be working on Python, Django and Flask).

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](https://thesushitimes.com) (Dutch).

Studying the Japanese language.

Transcriber / subtitler for YouTube

### **Personal Interests**

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