

CONTACT INFORMATION

Citizenship:Dutch, Visa Status: Valid for EU, CNP in Romania.

PROFILE

I'm a result orientated, dependable team player. Having over 15 years of experience in several fields of customer service using all of my language skills (English, Dutch, French and German). I can analyse fast, work meticulously and sell the solution to the customer. Constantly looking for improvement, I use my IT background and advanced MS Office expertise to save time and manage multitasking.

LANGUAGE SKILLS

Dutch (mother-tongue)

English (bi-lingual)

French (bi-lingual)

German (fluent, near native)

EDUCATION

- 1990 - 1991: First year of the Dutch University of Tourism in Breda.
- 1985 - 1990: Gymnasium: Dutch, English, French, German, History, National and business economics.

EXPERIENCE OVERVIEW

- 8 years experience as a customer service agent in the fields of insurance, import/export, roadside assistance and Online recruitment.
- 6 years experience as an IT helpdesk agent, database administrator and functional application supervisor. Developing small office solutions in the Microsoft Office suite, expert user in Excel, Outlook, Word and Access.
- 5 years experience in tourism as a receptionist and senior TO representative.
- 2 years in OTC as a collections officer serving national customers in Belgium (FR-NL).
- 5 years of temp jobs in warehouse-expedition-delivery.

PROFESSIONAL QUALIFICATIONS

Certifications: Basic SQL by Sybase, assistant logistic manager, ITIL foundation.

Computer Skills:

Windows: Expert in: Outlook, Excel, Word, Access, Powerpoint, Internet explorer (6+). Simple VBA programming (macros), creating single user databases, windows configurations 95 / 98 / 2000 / NT / Vista / 7.

Admin: TCP/IP connectivity, Linux 14/15/16 - server+desktop, MySQL/MariaDB/PostgreSQL, Apache, Exchange, ActiveDirectory.

WebDev: HTML, JAVA, PHP(rpm), AngularJS, JQuery, bootstrap, (s)CSS, D3.

Familiar with: SAP/ERP, AS400, Lotus Notes, Apple/Mac OS-X, SalesForce (and a few other CRM), citrix, Chrome, Firefox, Safari, Opera, Slimjet.

Knowledge of: Azure, Adobe Edge, and many more.

HOBBIES

Chess, reading, darts, programming, diving, concerts and films.

MOST RECENT EXPERIENCES

- 2017/07 - 2019/01: HR IT support (EN-NL, ADP Bucharest, RO).
- 2017/01 - 2017/07:
Customer service representative Dutch (Telus International in Bucharest, RO. End of project).
- 2013/08 – 2016/12:
Proofreading and translating survey/websites (EN-NL).
Web Development; AngularJS, D3, JQuery, JSON, MySQL on linux server 14x/16x, Apache2/Lighttpd webserver, PHP7-fpm.
- 2012/03 – 2013/07:
Customer service representative Dutch (Monster Worldwide in Brno, CZ).
- 2010/11 – 2012/01:
Iphone and Western Union customer support French (Teleperformance Athens, GR).
- 2009 /01 - 2010/10:
Senior collections officer. Restructuring national key accounts for collections after migration to SAP/ERP/R3 (Anheuser Busch – Inbev, Prague, CZ).
- 2007/01 - 2008/12:
Seasonal receptionist jobs (ski residences, camp-sites) Alps and Mediterranean (Savoie, Herault, Ain, Alpes Maritimes). Setting up a newly opened ski-residence in the French Alps. Organising the reception and reservations. (MMP holding, La-Tour-du-Pin, FR).
- 2005/05 - 2006/12:
Road-side assistant. Organising road-side assistance, providing rental cars and accommodation for VW/AUDI/Skoda drivers, within the budget limits of their insurance coverage (ANWB / ACTA assistance, Limonest, FR).
- 2002 - 2005:
Warehouse/expedition operator.
Order-picking, route preparation, loading, unloading, returns handling, Forklift, EU transport document preparation, quality control, team rotation planning.
(3 yearly contracts with temp agencies, Tilburg, NL).
- 1997/08 - 2001/10:
On site, 1st and 2nd line IT support.
Phone support all Ms Office products.
Client-server database administrator (Sybase).
Creating single user databases (Ms Access).
Functional application liaison.
Creating complete documentation and user manual for in house HAVIK application.
Batch manipulation and execution of interfaces and back-ups (AS400).
Configuring & troubleshooting new hardware.
Purchasing and maintenance of printers, routers and scanners.
(Interpolis and Wissenraet & van Spaendonck, Tilburg, NL).