

LAETITIA VERMEERSCH

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OBJECTIVE STATEMENT

Currently pursuing a master's in Supply Chain Analytics. Experienced in project coordination, scheduling, and administration. Interested in project management and eager to develop business analytics, gain leadership skills, and improve efficiency and problem-solving.

SKILLS

- Proficiency Microsoft Office Suite
- Bilingual (French, English)
- Click-Up and Miro
- Written and verbal skills
- Problem-solving
- Strong Organization
- Teamwork
- Empathy

EXPERIENCES

Project Coordinator | *Angel's Salumi & Truffles* | Carlsbad, CA Nov 2024 – August 2025

- Contacted about twenty vendors and gathered information to assist the CEO in making optimal decisions about pricing, delivery times, and product quality.
- Coordinated weekly meetings with core project team members, and communicated progress and upcoming actions, ensuring the project stayed on schedule.
- Created efficient spreadsheets with precise inventory data and order placement information, helping the company maintain stock levels and prevent shortages.
- Contributed to optimizing the inventory space to centralize products and enhance efficiency during order fulfillment.
- Played a key role in fulfilling orders during the holidays, which tripled the company's sales compared to the same period last year.

Au pair | *Cultural Care Au Pair* | Los Gatos and Saratoga, CA July 2021 – June 2023

- Collaborated with kids, parents, and teachers to resolve misunderstandings and/or behavioral issues.
- Managed three classes in a community college, where I obtained a 4.0 GPA, and the children's schedule at the same time.
- Provided educational development by helping with homework in math and English.
- Managed household such as laundry, cleaning, and meal preparation.

Occupational Therapy Intern

Motor Education Institute Rossetti | Nice, FR Nov 2019 – Dec 2019

University Hospital Psychiatric | Nice, FR May 2019 – Jun 2019

Hospital Cimiez Care and Rehabilitation Service | Nice, FR Sept 2018 – Oct 2018

- Assessed, planned, monitored, and closed rehabilitation objectives for two to five patients, enabling them to be independent and self-sufficient in their own homes.
- Collaborated and communicated effectively and confidently with patients, families, healthcare professionals, and technical aid dealers.

- Demonstrated exceptional organizational skills and attention to detail by efficiently managing phone calls, emails, complex patient schedules, and updates in computer systems with complete accuracy in a fast-paced healthcare environment.

EDUCATION

Associate of Arts: Behavioral and Social Sciences

July 2024

Associate of Arts: Business/Managerial Economics

West Valley College, Saratoga, CA

Bachelor of Science: Occupational Therapy

July 2020

IFPVPS, La Garde, FR