

RESUME OF BARBARA STRICK

Contact:

Phone: 06-45683664

Email: Barbara.strick@outlook.com

LinkedIn: [linkedin.com/in/barbara-strick-74b5773](https://www.linkedin.com/in/barbara-strick-74b5773)

I am a committed and thorough Project Manager with an extensive experience in the areas of project & client relation management, monitoring & evaluation, event organization and communication within large and mid-size (international) organizations.

I find an intrinsic reward in supporting the organization's project goals. I'm highly motivated to obtaining the best results by analyzing and improving processes and strategies in close collaboration with all stakeholders.

My approach is personal, empathic, intuitive and authentic. I'm not a solo rider, it's always me with the team: we're in the game together!

MBTI type: INTP

DISC: Blue

'A Renaissance Soul'



Introduction

Work Experience

Period	Organization / Role	Responsibilities
October 2021-now	Vital10 - Project & Client Relationship Manager	Setting up of a coaching organisation and professionalizing the project organisation: Managing projects scrum-based, guarding budget and scope, leading the team (5 fte), client relation management, improvement of the work processes and employee satisfaction, web editing, writing newsletters and more.
April 2021 - October 2021	De Brauw Blackstone Westbroek - Senior Excecutive Assistant to the Partner (a.i.)	Coordinating and preparing the invoicing process in close collaboration with all stakeholders, preparing, processing and filing of legal documents, client record maintenance, scheduling meetings & complex agenda planning, managing inbox
February 2021 - April 2021	PwC - Secretary of the Works Council, highly confidential (a.i.)	Planning committee meetings & works council meetings with the board of directors, taking minutes, follow up of actions, writing institution decisions, positions letters, coordinating new strategy, project coordination & support elections 2021.
May 2019 – January 2021	PwC - Virtual Executive Assistant of 2 Partners & Secretary of the Works Council (see description above)	Planning and coordinating the audit cycle meetings, restructuring the planning process, complex calendar management, organizing meetings & events, preparing presentations, initiating and leading the ‘client satisfaction’ project.
January 2019 – March 2019	Avedon Capital Partners - Personal Assistant of Founding Partners a.i.	Complex calendar management, inbox management, organizing meetings, receiving guests, coordination of legal documents, general office management tasks.
February 2016 – May 2018	Porticus Fund Management Fam. Brenninkmeijer, highly confidential - Fund Coordinator & Team Assistant ‘Effective Philanthropy Group’	Managing the payment process, financial reporting, initiating, conducting and analyzing surveys, setting and managing KPI’s, client relationship management, organizing (extremely) complex international travels, meetings, events, webinars.

Work Experience

Period	Organization / Role	Responsibilities
September 2008 – February 2016	Porticus - Project & Fund Management	Intake of international fund requests, monitoring and evaluating projects by the set KPI's, managing the payment process, client relationship management, organizing (extremely) complex international travels, organizing meetings, events, webinars, follow up of actions.
2007 - 2008	WideXS - Office / HR Manager	Coordinating moving of the office, launching a secretary, correspondence, inbox management, organizing meetings and events, setting up the company emergency response procedure.
2005 – 2007	Vitae Interim Professional, various organisations: <ul style="list-style-type: none">- Communications coordinator/ Delta Lloyd- PA of the VP / Eaton- PA of the Partner / Ernst & Young	Calendar & inbox management, organizing (complex) international travels, organizing meetings, events, taking minutes, follow up of actions, preparing financial reports, writing newsletters, website management
2004 – 2005	Initial Varel	Management & HR Assistant
2002 – 2004	Jaarbeurs	Event Account Manager
2000 – 2002	Reed Exhibitions	Event Account Manager

Period	Institution	Details
2002-2004	LOI	Philosophy (BA)
1993-1994	Schoevers College of University	Management Support (HBO)
1991-1993	Isala College	School of Higher General Secondary Education (HAVO)
Aug 2023	DuoLingo	Swedish
June 2020	GoodHabitZ	Write Business English
April 2020	PwC Vantage	Virtual Leadership
July 2019	PwC Vantage	Intercultural Communication
May-Sep 2019	Elffers Career Management	Career Development Trajectory
2015 & 2012	Foreign Affairs Communication, Language and Culture Training	French, professional reading and verbal skills
2010-2014	NIBHV	Emergency Response Officer
2013	In company workshop	Intercultural Communication
2012	NCOI	Effective Reporting
2007	IntraCom	Tridion for Web Editors
2005	Radar	Coaching
2005	Euroforum	Professionalizing Management Support

Education & Courses

PROBLEM SOLVING

**QUICK LEARNING &
ADAPTING**

ANALYTICAL

AUTHENTIC

SELF STARTER

LOYAL

EFFICIENT

LEADERSHIP

EFFECTIVE COMMUNICATION

AUTONOMOUS

CREATIVE

EMPATHIC

LANGUAGES:

DUTCH

ENGLISH B2,

GERMAN,

FRENCH

DISCRETE

TECH SAVVY

Skills

Achievements

- Vital10 October 2021 - Now
- **Grew the partner network** with 120+ organizations
 - **Structured various internal working processes** resulting in more clarity and focus within the organization
 - **Structured HR process** towards a more professional HR and more content employees
 - **Successfully managed various internal and external projects** – o.a. Moving out to a new office, 8-month vitality program with AB-InBev and ongoing executive check-up program with Nipeds/ National Nederlanden
 - **Improved internal communication** resulting in better informed and more content employees

- PwC May 2019 - Now
- **Restructured the project coordination and project planning**, resulting in structured calendars and more efficient use of time, a or more balanced life for partner / director and their teams
 - **Drafted, organized and presented a workshop** on 'Client relationship building', resulting in more awareness about our interaction with internal and external relations

- Porticus 2016 - 2018
- **Improved** the fund application process and project intake, improved efficiency
 - **Initiated and conducted surveys** and defined areas of improvement to increase effectiveness of the use of Funds
 - **Initiated a knowledge database** for internal dissemination of research reports
 - Contributed effectively to the **development of a feedback culture**
 - Supported with the **set-up of a new office** in Bangladesh

- Porticus 2008 - 2016
- Set-up of the company's first **virtual office**
 - Written a **working at distance manual**
 - Initiated and executed **digital filing system** enabling a closer collaboration of the regional offices and resulting in 100% paperless offices

Patiënt Coördinator Hearts4People (Vital10)

Ik heb je leren kennen als een zeer gedreven en ambitieus persoon. Je pakt de dingen snel op en weet vaak de vinger op de zere plek te leggen. Vind het ook knap van je hoe je taken tot je neemt die tot voor kort jou geheel onbekend waren. Maar je gaat aan de gang en probeert wat uit totdat het lukt.

Dus denk dat doorzettingsvermogen ook op jou van toepassing is.

Member of the Works Council PwC

Allereerst vind ik het prettig om met je samen te werken. Je pakt alles snel op en dat is prettig.

Jouw betrokkenheid en support binnen de OR is een verademing, ondanks dat je er al even alleen voor staat.

Ik heb het gevoel dat alle secretariële werkzaamheden binnen de OR nu een stuk soepeler verlopen en dat de informatie verstrekking na jouw komst is verbeterd. Je geeft input wanneer je het belang ziet bij het onderwerp en dat is prettig. Kortom ik hoop dat je deze rol ook voor de nieuwe OR zal blijven vervullen. Je zal daar veel input kunnen geven.

Secretary Board of Directors PwC

Barbara ik zie je enthousiasme, je gedrevenheid sinds je bij de OR bent gestart. Je denkt in diverse facetten zo ontzettend mee met de OR. Volgens mij heeft de OR met jou iemand binnengehaald die veel voor ze kan betekenen en die de OR ook in de toekomst verder kan brengen. Want niets blijft stil staan en ook niet de OR. Je hebt in beginsel zelf het wiel uit moeten vinden maar dat heeft je niet tegengehouden. Dat vind ik een mooie karaktereigenschap. Ik heb er eigenlijk bewondering voor zoals je je zelf in een korte tijd hebt neergezet bij de OR.

Team Leader Business Support PwC

Wat Barbara vooral vast moet blijven houden is de manier waarop ze haar kennis, ervaring en professionaliteit inzet. Ze gaat voortvarend te werk, weet wat er gedaan moet worden op welke manier, en naast snelheid gaat kwaliteit en professionaliteit hand in hand. Barbara is in oktober bij een van mijn teams ingezet om 2 demanding partners te supporten. Deze partners kregen vrij plotseling te horen dat hun assistant (die ook tijdelijk was gezien het zwangerschapsverlof van hun eigen assistant) over zou stappen naar een andere BU. Ze waren erg verrast hierdoor maar door Barbara haar open blik, positieve mindset en harde werkersmentaliteit hebben ze toch heel snel een goede support ervaren. Door Barbara haar flexibiliteit, snelle schakelen en oplossend vermogen heeft ze deze pders "omgeturnd" en de support vervult zoals over en weer was afgesproken.

Chairman of the Works Council

PwC

Barbara is enorm proactief en straalt duidelijk uit dat ze haar rol bij de OR leuk vindt om op te pakken en wil zich ook actief verbreden qua rollen en verantwoordelijkheden. Ik ben zeer tevreden over hoe ze in een korte tijd zich de rol eigen heeft gemaakt en duidelijk enthousiasme toont om nog meer structuur aan te brengen in haar taken en ook de rol van Ambtelijk secretaris op te pakken.

Sr. Data Analyst at Porticus

Barbara is very engaged and brings real commitment to the team. She is very diligent and can work on tasks with an eye to great detail without losing sight of the fact that the tasks also need to be finished. This is a very strong combination of traits and combined with her commitment make her a very valuable colleague.

Director at Porticus

‘You are a person of high character.’

Personal Interests

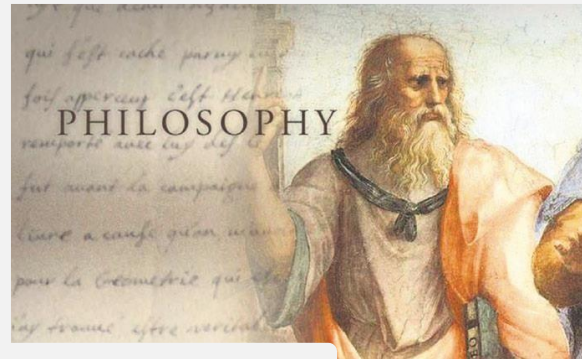
Gardening



Painting



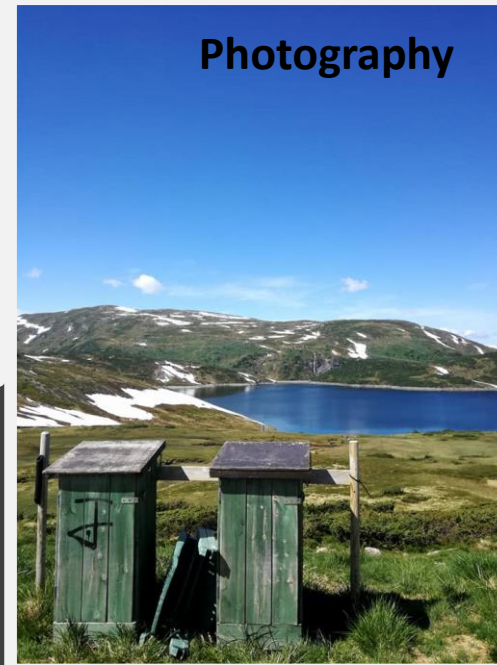
PHILOSOPHY



Road trips



Photography



Writing

