

# JINAN VIJENT

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## ◦ DETAILS ◦

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12043 - Berlin  
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Date / Place of birth  
18/08/1986  
Amsterdam

Nationality  
Dutch

## SKILLS

Interpersonal Communication Skills

Pro-active and Dedicated Work Ethic

Highly Organized and Efficient

Good-Natured and Amiable

Creative Problem Solving

## LANGUAGES

Dutch - Native

English - Fluent

Spanish - B1

German - B1

French - A2



## PROFILE

Experienced manager with a demonstrated history of working in various industries; creative, tech, and hospitality. Skilled in operational and team management, project management, customer relations, creative writing and social-cultural work.



## EMPLOYMENT HISTORY

### Deputy Managing Director at Schweizer & Kosovsky GbR, Berlin

October 2020 — Current

Head of HR and Culture; talent acquisition, people operations, coaching staff. Monitor company culture and actively support all team members. Manage office and HR administration. Improving company structure by implementing and automating processes to enhance internal workflow. Overseeing a team of 5 managers and leading a team of up to 60 employees.

### Office and Operations Manager at Mapify, Berlin

September 2019 — September 2020

Set up detailed operational processes in the areas of sales, customer service and accounting. Took care of customer relationships while owning the entire customer service process. Actively fostered team culture through the organization and set-up of team events, team onboardings and in-house team gatherings. Supported hiring processes and onboarded new team members. Managed the office space at the Mapify HQ.

### Project and People Manager at Mrs. Mokum, Amsterdam

March 2013 — February 2019

Produced creative concepts and hosted stages at Solar Festival, Amsterdam Open Air, Milkshake and more. Programmed club nights and oversaw stage/artist handling at venues such as the Melkweg and Club Nyx. Managed recruitment procedures, onboarding process and employee relations. Lead a team of 25 people.

### Bar Manager at North Sea Jazz Club, Amsterdam

November 2010 — April 2015

Managed all day-to-day operations. Lead and coordinated the setup of events and (private) parties. Created and managed schedules and inventory. Trained and monitored a team of up to 10 employees.



## EDUCATION

### Bachelor's Degree, University of California, Santa Barbara, Santa Barbara

August 2008 — August 2010

Major: Film Studies / Minors: Political Science & Criminal Justice

### Associate Degree, Santa Barbara City College, Santa Barbara

August 2007 — April 2009

Political Science: AS

Administration of Justice; Criminal Justice Emphasis: AA-T

### Higher Vocational Degree, ROC van Amsterdam, Amsterdam

September 2003 — April 2007

Art, Culture and Entertainment; Certified Social Cultural Worker