

Sabrina Janssens

25/07/2018



Petite Hollande 6 – 7863 Ghoy (Lessines)

Born on May 6th, 1966

Married, 3 children (1 girl still at home –18 years)

Driving licence: B

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SKILLS

- **MANAGER**, able to define a project, as part of the company policy, to set clear goals, empower different actors, diagnose and control.
- **PERFORMER**, able to explain the goals, to persuade, negotiate.
- **FIELD WORKER**, able to involve herself, to take decisions and assume responsibilities.
- Experienced **TRANSLATOR**, from Dutch and English, in many sectors (except medical, pharmaceutical and cosmetics).
- Trained in **IT APPLICATIONS**, use of office tools for various layouts, websites creation and maintenance, various presentations, ...
- High level **EXECUTIVE ASSISTANT**, case management, correspondence, personnel management, handling of schedules and calendars, organizing travel, meetings, filing and ordering, general accounting, billing, supply management et management of contracts, relationships with customers, banks, governments, authorities.
- **SALES MANAGER**, efficient and well-trained (prospection, customer relations, complaint management, varied prospection, tender procedures, ...)

CURSUS

Athénée Léon Lepage

Lower secondary education degree – Option: Latin-Math, obtained in 1981

Athénée Royal de Jette

Higher secondary education degree – Option: Languages, obtained in 1984

Institut IPIAT – CERIA

Bachelor in Economics, option Public Relations, obtained in 1987

EXPÉRIENCE

**Tour Guide and Hostess of the city of Brussels
(FR/NL/ENG/GER) | Tourist Office of Brussels**

1987 - 1988

**Various interims (secretarial work, administrative
employee)**

1988 - 1988

Chief of Commercial Secretary | RAUWERS SA

1988 – 1993

1 General Manager, 7 Product Managers – complete reorganization of the company and its divisions – management of 2 secretaries and of the planning of the workers

Creation of a garage under own name

1991 – 1999

Overall direction: 1 helper, 1 employee, looking for new clients, complete accounting, billing, ...

**Translator – page layout specialist and conception and
maintenance of websites (independent status -
associated) and Independent Administrative Secretary**

1993 - 2008

Translation into French, from NL/GB/GER, revisions of translators, selection of independent translators, trade show and travel organization, creation and maintenance of websites, correspondence, ...

Independent Secretary during +/- 3 years at Number One Express

**Translator – page layout specialist and conception and
maintenance of websites (independent status) and Sales
Manager**

2008 till February 2011

Translation into French, from NL/GB, Sales Manager for Number One Express Delivery, general accounting, creation and maintenance of websites.

**Executive Secretary & Personal Assistant (employee)
| Ghassan Aboud General Trading SA and Ghassan
Aboud Real Estate sprl**

February 2011 till august 2012

New company in Belgium, leading exporter of Toyota/Lexus in the world. Administrators arrived in Belgium (but very often travelling), from Dubai with their families. Most diverse formalities: building purchases, contacts with notaries, lawyers (professional cards, visas, ...), searching of and contacts with different architects, completion of the purchase of a showroom in Antwerp, a villa in Rhode-Saint-Genèse, construction & renovation works management in those different buildings, personnel management, relationship with banks, authorities, insurance, general accounting, billing, stocks monitoring, personnel selection, travel arrangements, organization of

life in Belgium (activities, school children), etc. In short, everything possible and imaginable ... Exclusive use of English with the administrators (and families) and with the contacts in Dubai.

The decision was made to transfer all operations to the showroom in Antwerp. It was thus impossible for me to spend more than 3 ½ hours each day in my car (counterproductive)

Translator – page layout specialist and conception and maintenance of websites (status: complementary independent) and Sales Manager

February 2011 till now

Translation into French, from NL/GB, creation and maintenance of websites (this activity is stopped to this days).

Since October 2016, in addition, employee 20 h/week (average) for Number One Express Delivery (Forest), as employee and Sales Manager.

ABILITIES

Languages

English: high level, fluent (reading, understanding, speaking, writing)

Dutch: high level, fluent (reading, understanding, speaking, writing)

German: good level (reading, understanding)

IT

Perfect control of Microsoft Suite, of various accounting software, layout software, creation of websites, use of Internet, etc.

HOBBIES & OTHER INTERESTS

Besides my children, of course ... For over 20 years, strong involvement in sport and associations, as volunteer. Player, referee and youth rugby coach. Head of Youth School and Secretary of Rugby Club Anderlecht during more than 10 years. Own creation of a Women Rugby Team in Anderlecht

Secretary of the Women's Commission of the Belgian Rugby Federation.

Participation in the organisation/creation of international events as such.

And last but not least, I also created a whole club in June 2007 (I'm

President), the Rugby Club de Forest. In a very short time, this club has become one of the largest clubs of young players in Brussels, with +/- 200

members (In the meantime, a lot of young players have been rather drawn by clubs that can offer them some advantages that we cannot offer in Forest!).

Creation of many youth teams, of one women team, 2 seniors

teams, contacts with politics and press, training courses organization, travel arrangements, finding sponsors, partnerships and grants, supplies and

equipment purchase, creation and maintenance of our website,

communication management, general management of the club, committee

meetings, general assemblies, etc... I still play and train 2 different

categories.