

PROFESSIONAL SKILLS

Language Skills	Dutch English French German	Mother tongue Very proficient Proficient Notions
Computer Skills	Microsoft Office - Word - Excel - PowerPoint - Access - Outlook BoCount Dynamics (accounting software) Unit4 Multivers (accounting software) Incor (debtor management) Ascii (invoice management) Wings (stock management)	Very proficient Proficient Basic knowledge Basic knowledge Basic knowledge Basic knowledge
Personal Skills	orderly , accurate, stress-resistant , rational, studious, independent	

PROFESSIONAL EXPERIENCE

Work	July 2022 - now	Freelancer translator at GS Translate
	November 2016 - September 2021	Financial & Office Manager - Translator at Windows of Beijing in Europe in Antwerp <ul style="list-style-type: none">- translations Dutch-English, English-Dutch and French-Dutch;- interpreting Dutch-English and English-Dutch;- continuation of duties as Administration Officer;- general administration;- quarterly returns and annual closings;- preparing working papers to substantiate the accounting;- preparing and executing payments;- meeting with lawyer and accountant;- declarations to the insurance companies and follow-up of reimbursements;- performing a risk analysis and drawing up a global prevention plan, annual action plan, quarterly reports and annual report as a prevention advisor.
	April 2016 - November 2016	Administration Officer - Translator at Windows of Beijing in Europe in Antwerp <ul style="list-style-type: none">- translations Dutch-English, English-Dutch and French-Dutch;- interpreting Dutch-English and English-Dutch;- general Dutch-speaking contact person acting for the company and the general manager;- preparation of invoices and expense notes;- booking invoices and bank statements;- drafting employment and other agreements;- drafting labour regulations;- payroll administration;

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- drafting and posting vacancies;
- selecting candidates for vacancies and conducting job interviews;
- sending price requests, comparing quotations and placing orders;
- application for residence permits and professional cards;
- drawing up business plans;
- booking train rides and airline tickets;
- reservation of catering;
- private secretariat of the director and the general manager.

April 2015 - April 2016

Administrative assistant at Vesting Finance Belgium in Ghent

- scanning mail and other documents;
- looking up e-mail addresses of debtors in the Base application Snow;
- looking up telephone numbers of debtors on the internet;
- preparing and checking legal files;
- processing returned mail in system;
- reception of visitors.

March 2014 - July 2014

Administrative assistant at Phoenix Services of Belgium in Ghent

- preparing order forms;
- classifying orders and delivery notes;
- follow-up of deliveries for the payment of invoices;
- registering defects on vehicles with pre-shift forms filled in by drivers;
- tracking the amount of driving hours per vehicle.

July 2012 - February 2013

Administrative & financial assistant at D.P.F. - A.B.A. - Factoring bvba in Ghent

- scanning, sending and classifying invoices and accompanying documents;
- sending mailings with the prospect of recruiting new customers;
- having telephone calls in Dutch, French and English;
- composing prospection files.

Volunteering

November 2016 - now

Treasurer

- financial management of the non-profit association;
- booking invoices;
- preparation of annual accounts and budget;
- making payments

November 2014 - October 2016

Chairman & event manager

- leading the daily management of the non-profit association;
- presiding over meetings;
- general event organization.

September 2013 - November 2014

Secretary

- preparing and taking minutes of meetings;

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	November 2016 - now	- administrative management of the association;
	March 2011 - now	Manager exhibitor hall <ul style="list-style-type: none">- contact with exhibitors;- looking for and inviting new and current exhibitors;- instructing stewards at the convention;- renting booths to exhibitors;- preparing contracts and invoices.
Internships	May - June 2012	Administrative assistant at the town hall of Zelzate <ul style="list-style-type: none">- classifying documents;- noting down incoming mail;- having telephone calls with appliers for a job and planning job interviews;- looking up information in Decisions of the Board of Mayor and Aldermen;- looking up information in the archive;- managing the secretariat and the agenda of the Mayor.
	February - April 2012	Administrative assistant at Nobilis in Ghent <ul style="list-style-type: none">- managing supplier files;- placing orders;- checking deliver y notes and invoices;- making telephone calls in Dutch, French and English;- writing letters and e-mails.
	2009 - 2010	Dutch and English teacher at various schools

EDUCATION

January - February 2017	Basic training prevention advisor level III at Mensura EDPB in Lier (annual refresher training until 2021 at Mensura EDPB in Antwerp).
21 November 2016	Basic training in company emergency response (first aid and firefighting) at Mensura EDPB at the PLOT fire school in Genk (repeat initiation of designated person first aid on 22 March 2019 at Mensura EDPB in Antwerp).
26 March 2021	E-learning BA4 - Alerted person for non-electrical work at Mensura EDPB.
2011 - 2012	Administrative clerk training at VDAB Wondelgem.
2010 - 2011	Bachelor in Business Management: Accountancy and Tax Law at Hogeschool Gent (1st year)
2008 - 2010	Bachelor in Secondary Education: Dutch-English at Arteveldehogeschool (1st and 2nd year)
2002 - 2008	Diploma in Latin - Modern Languages at the Sint-Laurensinstituut ASO in Zelzate.

ADDITIONAL INFORMATION

Date of birth	28 August 1990
Interests	Japanese culture and media