



## Patricia Remy

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← ↓ THIS IS ME . . . ↓ →

#Positive #GoGetter #Independent #Versatile #Creative #Initiative  
#TeamSpirit #MultiLingual #International #TechSavvy



A positive and motivated person. Energetic and easily making contact.

Used to working and communicating with all levels and departments within an organisation.

With a pleasant, open and involved approach I know how to reach people, to get their attention, to motivate and to convince them.

Talented in organising and bringing structure, independent, creative, accurate.

Familiar with and experienced in all kinds of industries, nationalities and dialects.

↓ Proudly looking back on a so far beautiful career with great teams, possibilities and accomplishments ↓

General tasks like (complex) agenda's, mail & mail boxes, correspondence, prepare and making notes of meetings, office- and facility management supplies, are all standard elements in most jobs.

### 2021-2022 Commercial Administrative Assistant ~ Woven+

- WOVEN+ • Administrative processing and invoicing of container shipments from Indonesia and confirmations to customers worldwide (prepare special invoices & packing lists in Exact, prepare overviews in Excel)
- Checking and confirm factory Proforma invoices + Invoicing factory invoices
  - Order and article processing in Exact
  - Checking load plans (correct items, quantities and weights)
  - Confirming weekly updates to customers

### 2021 Administrative Assistant ~ GGD Covid-19 Vaccination Location



- Intake and administrative processing of Covid-19 vaccinations
- Train new team members

### 2020 Account Administrator ~ ModusLink Global Solutions



- Administrative processing of Sony PlayStation product returns in Europe

### 2019 Administrative Assistant to Chairwoman & Treasurer of Dutch Equestrian Club



- Sort-out, organise and structure financial administration 2018-2019
- Track down missing bank- & cash payment receipts; create payment receipts
- Create Excel Overview of all finances in Bank Accounts, Cash Register and Sporting Events Cash Register
- Create Excel Summary Sheets for Audit Committee Approval: Financial Overview Income and Expenses, Specifications per month & Recap

### Legionella Wacht Administrative Assistant ~ Water Preventie Beheer / Legionella Wacht, Apeldoorn



- Administrative processing & distribution of customer sampling reports
- Develop templates and draw up customer lists in Excel
- Prepare and send out mailings / I have optimised mailing system in Word/Excel
- Administrative processing of sales invoices in Exact-online
- Prepare and complete financial documents for accounting department

### 2017 Office Assistant ~ Moods & the City, Apeldoorn



- Sales: order processing, quotations, samples, showroom, prepare mailings, parcel shipments, contact with international exhibition organisers
- Organise showroom and work activities: decorate displays, create product templates and instruction manual
- Website: worked on proposal for improvement of English website and German translations

### 2015-2019 Developing Knowledge and Skills & Caregiver



- ★ HBO Study Project Management (certificate)
- ★ Study Web Coding & Design
- ★ Caregiver

### 2011-2015 Project Assistant ~ Grass Valley Media Playout Solutions, Apeldoorn



- Assistance to Customer Projects Team, Sales & Marketing, Business Team Management
- Set up and manage Project Assistant Office / Project Back Office
- Set up and manage tools for creating clear overview of project status and documentation, resource planning and timesheet registration
- Create 'custom made' resource planning in Excel
- Optimise and draw up internal procedures for Customer Projects Team
- Organise meetings, meeting minutes and [in absence of managers] chair Project meetings
- Draw up and distribute weekly Business Team dashboard and monthly Sales reports
- Organise international Product & Sales Training sessions, yearly IBC exhibition, conferences, events
- Communication/coordination European Training Centre in London, press releases and advertising
- Create and manage meeting templates, customer overview, mailing lists
- Draw up and manage contracts, questionnaires, security policy, training certificates, website, brochures
- Prepare office relocation and in absence take over work from Office Assistant

2008-2010

**Office Manager ~ Toy Team Agencies B.V., Apeldoorn**

- Assistance to Management and Commercial department
- Order processing and supervise deliveries
- Order administration, invoicing, payment reminders and quarterly commission payments
- In order to reduce costs I have optimised and reorganised consumer spare parts department
- Travel arrangements and expense reports
- Translations in English, Spanish, French, German
- Prepare and deliver product descriptions and images for customer brochures

2004-2008

**Management Assistant ~ CP Kelco B.V., Arnhem**

- Assistance to Management, Business Managers, expats (Marketing, Supply Chain, Finance)
- Travel arrangements, expense reports and hotel contract negotiations
- Organise workshops, meetings, tele- and videoconferences
- Prepare and draw up presentation material, spreadsheets, advertising- and event schedules
- Facility Management, prepare and complete office closing and relocation

2001-2004

**Executive Secretary Tour Operating Division ~ Oad Reizen, Holten**

- Assistance to Commercial Director, Business Unit Directors and corresponding departments
- Substitute Executive Secretary to Managing- and Financial Director
- Restructure Secretarial Office
- Recruit, coach and supervise junior secretary
- Meeting minutes MT and Business Units
- Organise and assist in trade shows and international agents event
- Travel arrangements and expense reports
- Prepare and draw up presentation material, contracts, travel reports

1995-2001

**Management Assistant & Purchasing Manager Far East ~ Intronic B.V., Barneveld**

- Assistance to Business Owners/Managing Directors
- Set up and manage Management Assistant Office and Purchasing Office Far East
- Set up and manage Staff Association and Company Restaurant
- Host visitors from Far East and attend yearly exhibitions
- Host 3-day agents group event during start up INEC office in Spain
- Recruit, coach and supervise administrative assistant and interns/students
- Price negotiations, order processing, payments, supervise deliveries
- Prepare air- and container shipments, customs procedures, return shipments
- Process improvements warehouse/logistics
- Meeting minutes Management, Sales and Warehouse
- Review outgoing correspondence, translations, mailings, quotations
- Assistance to Sales Managers, Sales Department & Order processing
- Assistance to HR: invitations/rejections applicants; select, interview and train office personnel

1993-1995

**International Sales Assistant ~ B.V. Machinefabriek H.H. Drent, Eerbeek**

1985-1993

**Management Assistant ~ Philips / Digital, Apeldoorn; Secretary ~ Kluwer Legal Database, Deventer**

1984-1985

**Instructor Philips Word Processing System ~ Dutch Police Academy, Apeldoorn**

Since 2006 part of my professional life turned into leisure activities as well, when people asked me to organise group travel and also came to me for all kinds of computer issues:

**Organiser and Travel Guide for Group Travel ~ 'PA Patty'**

- ✓ Work out possibilities and suggestions, book flights, group accommodation, rental cars, rental bikes and other transportation
- ✓ Present suggestions on programme, activities and 'must see attractions'
- ✓ Provide detailed itinerary before departure
- ✓ Travel guide, driver and (Spanish) translator on the way to and at the locations: Barcelona, Lisbon, Valencia, Málaga & Costa del Sol, Elvas Portugal & Badajoz Spain, and several Dutch places

**Computer Assistant and Instructor ~ 'PA Patty'**

- ✓ Install software, web shops, web tools, apps on computers, laptops, smartphones
- ✓ Teach people how to work with computer programs, online tools, apps (Windows, Apple, Android)
- ✓ Create and edit photo/video shoots/presentations in PowerPoint and iPhone apps
- ✓ Create and optimise layout, documents, invoices, financial reports in Word/Excel

↓ EDUCATION . . . ↓ MULTILINGUAL . . . ↓ TECH-SAVVY . . . ↓

2016-2019	Study Web Coding & Design	+ Online computer courses and webinars
2015-2016	Higher Vocational Education:	HBO Study Project Management – certificate May 2016
1978-1984	Intermediate Vocational Education:	MEAO Administrative/Secretarial Education – diploma 1984 MAVO 4 – diploma 1981

- Independent with team spirit, proactive, great situational awareness, anticipating, with eye for improvement and efficiency
- Extensive computer knowledge: MS Office / Office 365: Word, Excel, PowerPoint, Picture Manager, Outlook, Teams ERP & CRM systems, websites, web tools, apps: iCloud Drive, OneDrive, Google Drive/Mail, Dropbox, Skype, Salesforce, SAP, Wang, Exact, Minox, MFG Pro, SharePoint, JIRA, RightNow, CoronIT, Synergy
- Fluent in Dutch and English | advanced level Spanish | intermediate level German and French
- @home: my sponsor child, my squirrels, sporty, fun, music, computers, photography & media, Spain, Spanish and organise travel