

Patricia Remy

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MULTI TALENTED ASSISTANT

MANAGEMENT

SALES & MARKETING

TRAVEL

PROJECTS

TRAINING & DEVELOPMENT

CHARACTERISTICS

PROACTIVE COMMUNICATIVE

INDEPENDENT WITH TEAM SPIRIT

INVOLVED & SOCIAL

CREATIVE INNOVATIVE

INTERNATIONAL MULTILINGUAL

Nederlands

English

Español

Français

Deutsch

↓ THIS IS ME ... ↓

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.

An organiser and administrator at heart.

Planning, organising, coordinating and bringing structure ... it's in my blood!

By paying close attention and listening to the people around me, I quickly understand what needs to be done and identify and suggest points for improvement. I report discreetly. In close communication and consultation with managers and colleagues I thoroughly prepare planning, content and implementation of projects and activities. I coordinate the process and monitor status and progress, in order to be able to adjust or optimise on time.

↓ WORKING EXPERIENCE ... ↓

- 2020 **Account Administrator ~ ModusLink Global Solutions**
- Administrative processing of returns Sony PlayStation products in Europe
- 2019 **Administrative Assistant to Chairwoman/Treasurer Dutch Equestrian Club**
- Sort-out, organise and structure financial administration 2018-2019
 - 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
- Administrative Assistant at Water Preventie Beheer**
- Administrative processing & distribution of customer sampling reports
 - Develop templates and draw up customer lists in Excel
 - Prepare and distribute mailings & optimise system in Word/Excel
 - Administrative processing of sales invoices in Exact-online
 - Prepare and complete financial documents for accounting department
- 2017 **Office Assistant at Moods & the City**
- Sales: order processing, quotations, samples, showroom, mailings, parcel shipments, contact with international exhibition organisers
 - Organise showroom and work activities: decorate displays, create product templates and manual with procedures
 - Website: worked on proposal for improvement of English website and German translations
- 2015-2018 **Developing Knowledge and Skills & Caregiver**
- ★ HBO Study Project Management (certificate)
 - ★ Study Web Coding & Design
 - ★ Caregiver
- 2011-2015 **Project Assistant at Grass Valley**
- Assistance to Customer Projects Team, Sales & Marketing, Management
 - Set up and manage Project Assistant Office / Project Back Office
 - Set up and manage tools for project status and documentation, resource planning and timesheet registration
 - Optimise internal procedures Customer Projects Team
 - Draw up and distribute weekly BT dashboard, monthly Sales reports
 - Organise meetings, product training sessions, exhibitions, events
 - Manage website, brochures, templates, contracts, certificates
 - Office- and facility management and supplies

↓ WORKING EXPERIENCE ... ↓

TECH-SAVVY

WEB CODING & DESIGN

OFFICE (365)

iCLOUD- & ONE DRIVE

GOOGLE DRIVE

ERP * CRM * RIGHTNOW

SAP * WANG * EXACT

MINOX * MFG PRO

SHAREPOINT * JIRA

SALESFORCE

EDUCATION

Study
Web Coding & Design
2016-2018

HBO Study
Project Management
2015-2016

MEAO
Vocational Education
Secretarial &
Administrative
1981-1984

MAVO 4
General Secondary
Education
1978-1981

INTERESTS HOBBY'S

SPONSOR CHILD IN PERÚ

SPANISH

SUN ☀ BEACHES
CITY TRIPS

MUSIC 🎵 LOVER

SPORTS

PHOTOGRAPHY

CALL OR MAIL ME !

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2008-2010 **Office Manager at Toy Team Agencies**

- Assistance to Management and Commercial department
- Order processing and supervise deliveries
- Order administration, invoicing 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

2004-2008 **Management Assistant at CP Kelco**

- Assistance to Management, Business Managers, expats
- Travel arrangements, expense reports and hotel contract negotiations
- Organise workshops, meetings, tele- and videoconferences
- Prepare and draw up presentation material and event schedules
- Prepare and complete office closing and relocation
- Office- and facility management and supplies

2001-2004 **Directiesecretaresse at Oad Reizen**

- Assistance to Commercial Director, Business Unit Directors and corresponding departments
- Substitute Executive Secretary to Managing- and Financial Director
- Restructure Secretarial Office
- Coach and supervise junior secretary
- Meeting minutes MT and Business Units
- Organise, 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 at Intronic B.V.**

- Assistance to Business Owners/Managing Directors
- Set up and manage Management Assistant Office, Purchasing Office Far East, Staff Association, Company Restaurant
- Office- and facility management and supplies
- Coach and supervise administrative assistant and interns/students
- Price negotiations, order processing, payments, supervise deliveries
- Prepare air- and container shipments, customs procedures, returns
- Process improvements warehouse/logistics
- Meeting minutes Management, Sales and Warehouse
- Review outgoing correspondence, quotations, translations, mailings

1993-1995 **International Sales Assistant at Machinefabriek H.H. Drent**

1985-1993 **Management Assistant / Secretary at Philips / Digital**

1985 **Secretary at Kluwer Legal Database**

1984-1985 **Instructor Philips Word Processing System at Police Academy**

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'

- ✓ Communicate and work out possibilities and suggestions
- ✓ Book flights, train tickets and group accommodation
- ✓ Book rental cars, rental bikes and other transportation
- ✓ Present suggestions on programme, activities and 'must see attractions'
- ✓ Provide detailed itinerary
- ✓ Travel guide, driver, (Spanish) translator on the way to and at the locations

Computer Assistant and Instructor ~ 'PA Patty'

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

