



ABOUT ME



If you need an employee that will **contribute with passion and devotion** to your organization or goals, then I could be your answer!

I shine through creativity and organizational talent, together with a healthy dose of commercial punch I am comfortable with negotiation and sales.

I am fluent in **Dutch, English, Spanish** and have a good proficiency in French.

I know my way around various software packages such as **Adobe CS, MS Office but also in online working tools like Trello, Mural, Miro, Wello, Gathering Town etc...**

I have **excellent (written) communication skills and an equally sharp mind ;-)**. I'm always looking for the most effective way to reach my goals, both individually as well as my team goals.





YES I AM SPECIAL!

I am a **creative spirit with an analytical mind**. This sparks my love for “out of the box” thinking and challenges. No matter what life offers me, I will face it with a smile and keep fighting for my and my team’s goals. Once you get on my good side, I will be loyal to you with all I have.

MY HOBBIES

I love to cuddle my kids, pets and my husband also ;-)
When I am not learning, I am cooking or baking for my friends and family, whom I love to invite at our home for cheering and laughing and enjoy life.

EDUCATION & CERTIFICATES

Languages

Dutch (Native)

Spanish (Bilingual)

English (Professional Working)

French (Professional Working)

Certifications

Certifications Selling with Empathy during Uncertain Times

E-Marketing and E-Commerce

Masterclass Provocative Coaching

Collaboration Superpowers Work Together Anywhere Workshop

Basics Scrum

Kanban

School education

Professional bachelor marketing and PR

High school: Latin/ greek grade 1

High school: arts A2 diploma



PRACTICAL EXPERIENCE

Office Management:

All-round admin & planning
Purchasing
Financial reports
Financial follow up
Event planning
Customer Service
Payroll admin
Recruiting
Facilitating Successful meetings
Automate tasks (Zapier)
Audit preparations (IFS, VCA, KMOP)

Sales and negotiation in:

Bank products
Advertising
Office spaces
Excursions - water sports

Creative worker:

Graphical Design
Sketchnoting
Editorial work

Social media planner:

Set up
Scheduling
content creator

Event managment:

Summer party Maginkhy
Miss election Maginkhy
Public trainings
Custom events

Remote working and its tools:

Time management
Zoom - Google Meet
Wello - Gathering Town
Mural - Miro
Visual management of work through Trello



HISTORY



2022

Ask Khyra:

All round office manager (Payrol, finance, marketing, layout, content creation, quality officer)

2021

Account manager
@ Gighthouse

2016

Events, Office &
Communications manager
@ Co-Learning

2013

Office - Account manager
@ Parkoffice Kortrijk

2007

Planning administrator - sales advisor
@ Maritime sports Tenerife

2007

Owner (account manager - editor -
Layout) @ Maginkhy Tenerife

2005

Office manager @ Citibank Waregem

2002

Creative design - marketing
@ Valcke Bowling

2000

Marketing assistant @ TVH

For more history, let's talk.



CONTACT & INFO



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Several recommendations can be found on my LinkedIn page
[linkedin.com/in/khyravanhoutte/](https://www.linkedin.com/in/khyravanhoutte/)

[facebook.com/khyra.vanhoutte/](https://www.facebook.com/khyra.vanhoutte/)

[instagram.com/khyrav/](https://www.instagram.com/khyrav/)

