

## 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 manament:**

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

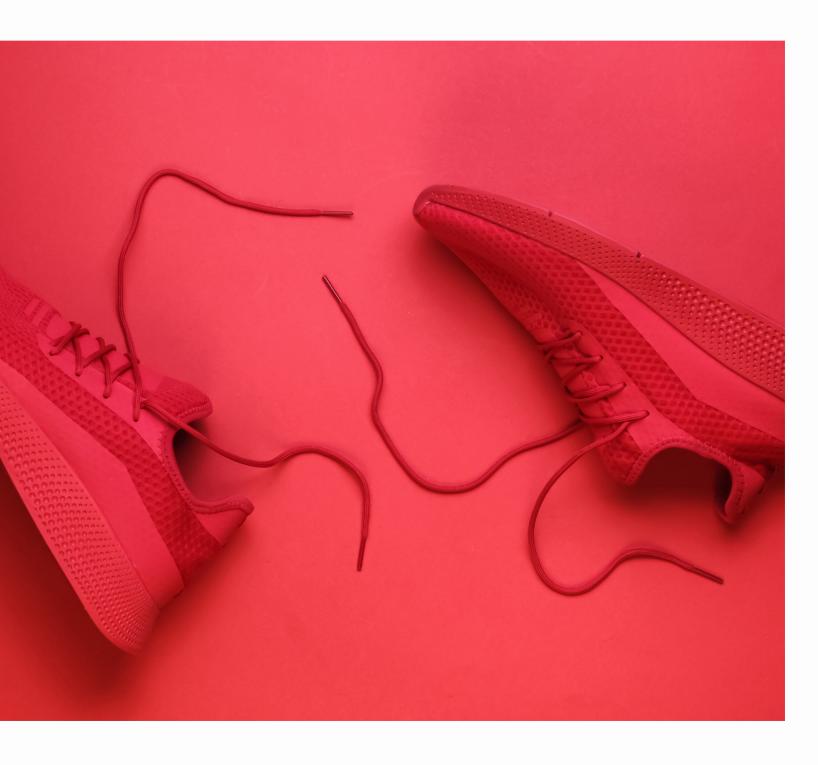
Visual management of work

through Trello





## HISTORY



2022

Ask Khyra:

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

2021

Account manager

@ Gighouse

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/

facebook.com/khyra.vanhoutte/

instagram.com/khyrav/

