

ABOUT ME

If you need a Freelancer or employee that will **contribute with passion and devotion** to your organization or goals, then I am your person!

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, Salesforce, Navision, Admisol, Expert online**, 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 too ;-)
When I am not learning, I am cooking, baking or making delicious cocktails 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 (Professional Working)
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
Management 3.0
Time management

Education

Professional bachelor marketing and PR
High school KSO: arts A2 diploma
High school VSO: Latin/ greek grade 1



PRACTICAL EXPERIENCE

Creative worker:

- Graphical Design
- Sketch noting
- Editorial work
- Brainstorming
- Pitching ideas
- Copy writing

Social media planner:

- Set up
- Scheduling
- content creator

Event managment:

- Summer party (Maginkhy +2K people)
- Miss election (Maginkhy +2k people)
- Public trainings
- Custom events
- Business fairs participation

Office Management:

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

Remote working and its tools:

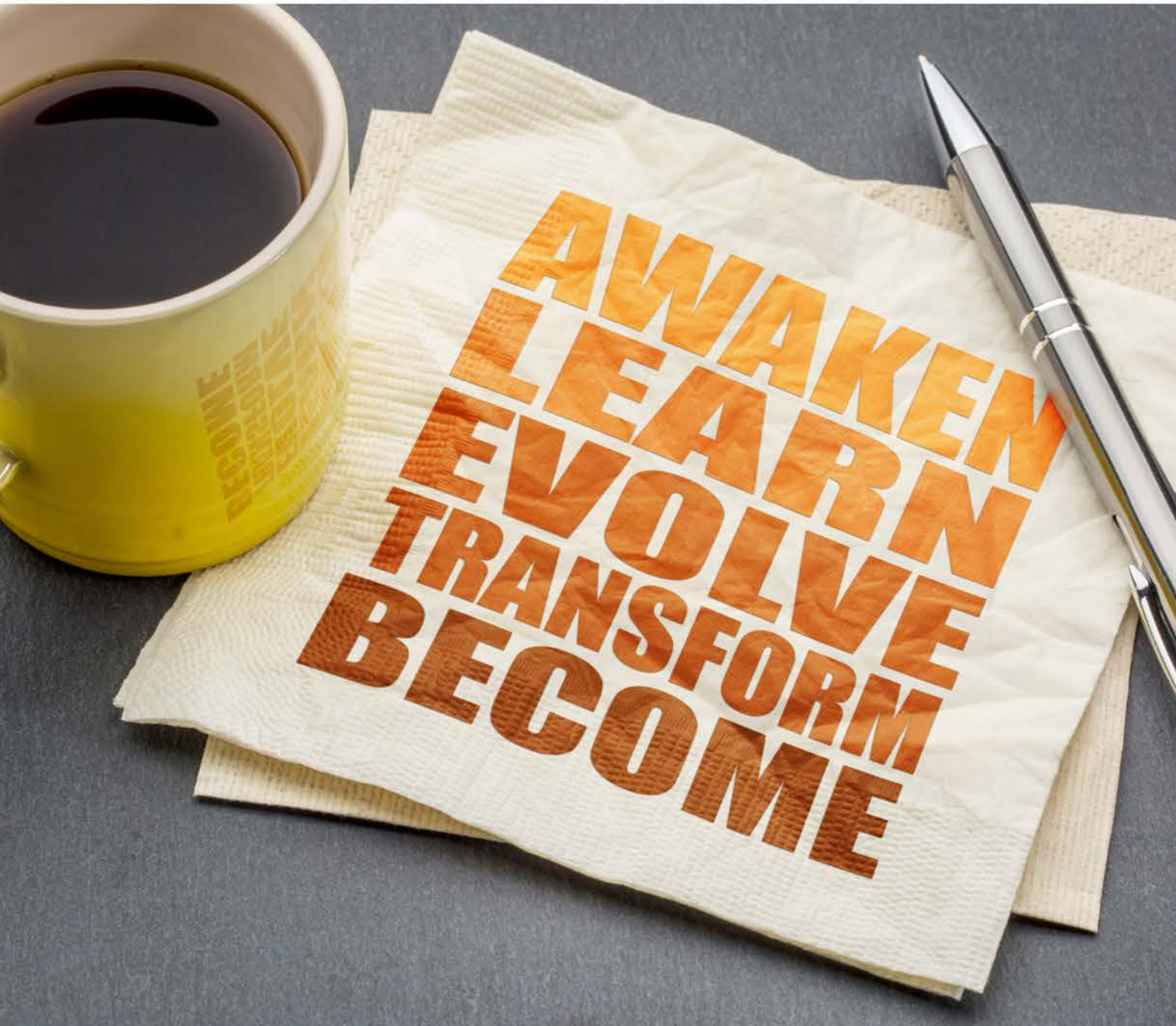
- Time management
- Zoom - Google Meet
- Wello - Gathering Town
- Mural - Miro
- Visual management of work through Trello

Sales and negotiation in:

- Bank products
- Seminars/ certifications
- Advertising
- Office spaces
- Excursions - water sports



HISTORY



Since 2022

Ask Khyra:

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

2021

Account manager

@ Gighthouse

2016

Events, Office & Communications manager, branding
@ 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

Graphic designer - Marketing assistant
@ TVH

For more history, let's talk.



CONTACT & INFO

E-mail info@ask-khyra.be

Website www.ask-khyra.be (discover my recent happy customers and portfolio)

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Khyra Vanhoutte

Born: Kortrijk, 28/01/1972

Creative Customer Happiness Hero!

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

