

ASSETS

Proactive
Team oriented
Discreet
Adaptive

LANGUAGES

French	Excellent
English	Good
Dutch	Basis
Sign language	Basis

COMPUTER SKILLS

Word	Advanced
Excel	Advanced
PowerPoint	Advanced
Home+ (ERP)	Advanced
Access	Intermediate
SAP RH	Basic
Envision	Basic
Sabre	Basic

EDUCATION

2013 – IFAPME
Safety management

1998 - A.R. Montegnée
High school diploma

HOBBIES

Board & role playing games
Reading
Travel
Photography
Horse riding

PROFESSIONAL EXPERIENCE

03 – 2018	Technical records clerk	ASL Airlines
- Checking, sorting, encoding and archiving documents (SRP'S, EASA/FAA forms 1, CAT II / CAT III reports, jump seat requests) - Data entry encoding (Sabre, EnVision) - Ensuring the library completeness		

02 – 2018	Receptionist	ASL Airlines
- Call & visitor welcoming, - Sending & receiving post, - Maintaining inventory of the office supplies		

2014 - 2016	Project leader (volunteer)	Baltéria ASBL
- Creating game environment (world, script & rules), - Organising residential event for 100 persons, - Managing facilitators team, - Designing promotional flyers & posters		

07 - 2014	Summer camp coordinator	Burdinne
- Kids and parents welcoming, - Team & logistic managing - Animating children groups		

03 - 2014	Assistant safety adviser	T.E.C. Namur-Lux.
- Issues and accidents reports monitoring, - Minutes recording - Time registration - File following-up		

2005 - 2013	Assistant Manager	Résidence Arc-en-Ciel
<i>Family business, 45 beds rest home, 25 EFT.</i> - Day to day : Welcoming, mailing, time and logistic managing - HR : recruiting, file & payroll managing , work time scheduling & monitoring - Financial: purchasing, invoicing & following up, payment, recovering, reporting - Organisation : meeting, training, medical examination, events - Safety : setting up the dynamic risk management system		