



## **CURRICULUM VITAE**

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Jette - 19/09/1981  
Permis B

### **STUDIES**

- 1986 à 1993 : Saint Louis
- 1993 à 1998 : Saint Louis (Latin / langues)
- 1998 à 1999 : Redouté Peiffer (Tourisme)

### **EXPERIENCE**

#### **Freelance (01/2009 – till now):**

Sinfony (still in function)	Office, event & Finance Manager
MSD Animal health (still in function)	Executive assistant to EU/Global Public/Gov Policy
Atritis (still in function)	Office Manager
TWIDO (still in function)	Finance and office manager
SBM	Customer service – Administration – Accounting
Real estate agency Tervuren	Managing incoming mails – Managing planning for the visits – Reception – Secretary - Administration
Real estate agency Etterbeek	Managing of apartments – Sales – Renting Building Management – Secretary – General Support
Bureau d'expertise Jean Boland	Secretary – Accounting – Administration
CIBRU ASBL	Secretary – Accounting – Administration – Event
Immo Walckiers ASBL	Secretary – Accounting – Administration
Comptabilité D. Fourneau SCRL	Secretary – Accounting – Administration
Sem'On Business	Sales and event organization
Isamedia	Event Organization

**Employee (10/1999 – 07/2009):**

**IRIS : Safety Administrator (part-time – short term contract)**  
**(04/2009 till 7/2009)**

- ✓ Personnel administration
- ✓ Follow up works accident
- ✓ Administrative tasks
- ✓ Reporting

**Küppersbusch: Office Manager**  
**(07/2006 till 10/2008)**

- ✓ Management Assistant
- ✓ Manager of the internal commercial department
- ✓ Marketing
- ✓ Translation (NL/ FR – FR / NL – EN / NL – NL / EN)
- ✓ HR assistant
- ✓ General Administrative tasks (I/O calls for accounting and marketing – Follow up accounting – Input of invoices – Reporting - Car Policy, ...)
- ✓ IT - Maintenance of the website and the IT infrastructure in collaboration of IT Dept.
- ✓ Event organization (Batibouw)

**Clearwire: Office Manager**  
**(02/2006 till 07/2006)**

- ✓ Administrative tasks
- ✓ Fleet and Facility Management
- ✓ Travel Management
- ✓ Event organization
- ✓ Training organization
- ✓ Management assistant of the CEO
- ✓ Managing of the internal procedures
- ✓ People Management

**Dade Behring: Office and Management Assistant Belgium/The Netherlands**  
**(01/2003 till 02/2006)**

- ✓ Administrative tasks
- ✓ Assistant to the CEO (Belgium and France)
- ✓ Fleet and Facility Management
- ✓ Travel Management
- ✓ Event organization
- ✓ Training organization
- ✓ ISO (support to the quality Manager)
- ✓ Back-up HR dept.

**Ascom/Neopost: Administrative assistant Customer Services  
(07/2001 till 12/2002)**

- ✓ Commercial Dept.
- ✓ Secretary
- ✓ Help Desk support
- ✓ Follow-up planning of he engineers
- ✓ Administrative and commercial tasks

**Ascom: Dispatching - Telemarketing – Secretary  
(06/2000 till 06/2001)**

**Dodi: Reception and secretary  
(02/2000 till 05/2000)**

**Innovation: Sales  
(10/1999 till 01/2000)**

**LANGUAGES**

	Read	Write	Speak
FR	Very good	Very good	Very good
NL	Very good	Very Good	Very good
EN	Very good	Good	good

**IT**

Microsoft and Mac office

Database: Exact - AS400 – Navision – ACT – Oracle – CHEOPS – SAP - VERO

Others: VISIO 2000 – Publisher 2003 – Sharepoint (Notion)

**TRAINING**

- Secourisme
- Prévention
- Fleet Management