



Kim Corthouts

OFFICE MANAGEMENT

experience

Vanbreda Risk & Benefits | Jobstudent '16-'17

- Assisted HR with overall administrative tasks
- Contact with candidates
- Smaller projects with full responsibility

University of Buckingham | Trainee '16

- Wrote articles for the website/newsletters
- Assisted and helped organizing public events
- Set up a Twitter account for the department
- Launched a survey

Coca-Cola Visitors Center | Trainee '13

- Welcomed the visitors
- Guided the guests through the manufactory
- Planning of the visits

skills

- Dutch ★★★★★
- English ★★★★★
- French ★★★
- MS office
- Service oriented
- Hands-on mentality
- Multitasker
- Initiative
- Positivism

I'm extremely motivated to constantly develop my skills and grow professionally.

Do you want to know more? Visit www.kimcorthouts.weebly.com

profile

Birth date	3 May 1994
Phone	+324 97 25 12 73
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education

Marketing '16-'17

Bachelor after bachelor,
Thomas More Mechelen

Cross Media Management '13-'16

Office Management with specialisation social media, Karel de Grote Hogeschool Antwerpen

Public Relations '10-'13

5th, 6th and 7th year during secondary education, Sint-Lodewijk Antwerpen

