

Natalie Lefevere

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BELGIUM

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Date of birth: 08/01/1988

Nationality: Belgian/German

EDUCATION AND QUALIFICATIONS

- 2006 – 2009 **PHL University College in Hasselt (BE)**
Professional Bachelor in Office Management
Main subject: Management Assistant
obtained with distinction
Subjects: foreign languages, informatics, business orientated, secretarial skills
- 2000 – 2006 **Sint-Lodewijkcollege in Bruges (BE)**
Graduated in Latin - Modern Languages
Subjects: Dutch, French, English, German, Latin

WORK EXPERIENCE

- March 2009 – June 2009 **Comité Départemental du Tourisme des Pyrénées-Orientales**
Work placement – Management Assistant
- Sept 2007 – Oct 2008 **'t Vitamientje in Hasselt**
Sales Assistant
- Sept 2006 – Sept 2007 **Backery "Dufoor" in Sint-Andries**
Sales Assistant
- March 2005 – Aug 2006 **Backery "Lieven" in Oostkamp**
Sales Assistant
- Aug 2003 – Jan 2005 **Backery "Ten huize Lefevere" in Heist-aan-zee**
Sales Assistant

Saturday Sales Assistant in different companies over the last 6 years, where my responsibilities included most of the time customer service. This involved me in advising and assisting customers as well as coping with problems (such as unsatisfied customers).

SKILLS

Languages

Dutch : mother-tongue

German : 2nd mother-tongue

English : excellent command

French : excellent command

Computing

MS Word 2003

MS Excel 2003

MS Access 2003

MS PowerPoint 2003

MS FrontPage 2003

MS Publisher 2003

INTERESTS AND ACTIVITIES

- listening to music
- having quality time with friends
- travelling
- reading books