

## **ABOUT ME**

If you need an employee or Freelancer 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 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 (Bilingual)
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

### **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)

### **Creative worker:**

- Graphical Design
- Sketchnoting
- Editorial work

### **Social media planner:**

- Set up
- Scheduling
- content creator

### Sales and negotiation in:

- Bank products
- Advertising
- Office spaces
- Excursions water sports

#### **Event manament:**

Summer party Maginkhy
Miss election Maginkhy
Public trainings
Custom events

### Remote working and its tools:

Time management

Zoom - Google Meet

Wello - Gathering Town

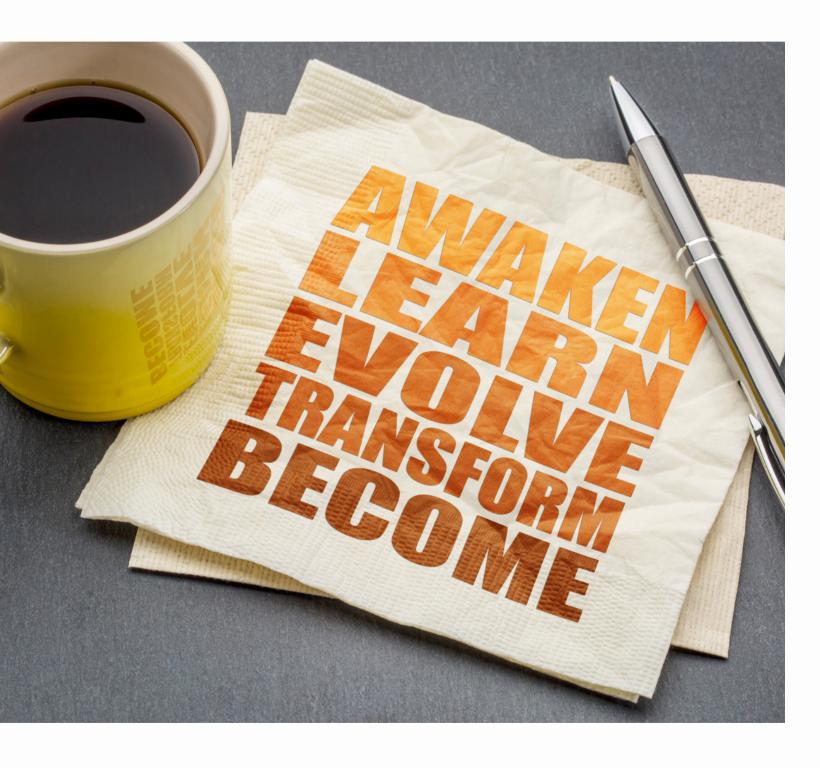
Mural - Miro

Visual management of work

through Trello



## HISTORY



2022

Ask Khyra:

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

2021

Account manager

@ Gighouse

2016

Events, Office & Communications manager,

Huisstijl

@ 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

**Grafisch ontwerper** & Marketing

assistant

@ TVH

# CONTACT & INFO

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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/

