



C U R R I C U L U M V I T A E

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 managment:

- 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
@ Gighthouse

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

For more history, let's talk.

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/](https://www.linkedin.com/in/khyravanhoutte/)

