

Profile & Experience Letter

Name: Monique Wolst
Domicile: Rotterdam
Date of Birth: 23 December 1969
Place of Birth: Dordrecht
Phone no. 06 51597546
BSN 180223227
Marital status Married
Contact monique@supportme.nu



EDUCATION

1986 – 1991 MEAO-3

COURSES

2021-2022 Life Coach
2006 PADI Advanced Diver
2006 PADI Open Water Course
2006 House Owners Association Rights Course
2003 BHV (yearly updated)
2003 Sociale Hygiëne (Social Responsibility)
1999 Basecourse Advertising and Communications –SRM

AUTOMATION

Office 365
Basware
Navision
Sharepoint
Twinq
Corsa
Notion
Pipedrive
Moneybird
Buffer
Canva

PERSONAL PROFILE

No nonsense, what you see is what you get! Pro-active, with a clear helicopter view. A sparring partner, co-worker and a doer with excellent communicative and social skills in combination with a great sense of humour.

I am people's person, with a drive to arrange and coordinate. A real team player, but also good in going solo, always aiming on mutual goals with a focus on great and swift service. A manager and a tutor. Used to hectic, ad-hoc working and a real multitasker.

LANGUAGES

Dutch	excellent in word and writing
English	excellent in word and writing
German	excellent in word and writing
Spanish	a little bit of word and writing

LEISURE

Diving, cycling, reading, music, studies and celebrating life.

WORK EXPERIENCE:

06.21 – Present

ME Support

Your sparring partner on the job!

www.supportme.nu

- Executive Assistance
- Office Manager
- Facility Manager
- Traffic Manager
- Project Administration
- Websites
- Life & Business coach

Clients

07.23 – Present

AutoTech Alliantie

- Marketing Support
- Management Support
- Account Service Manager

03.22 – 06-23

AutoTech Alliantie

- Content Editor
- Management Support
- Project Support

02.22 – Present

Nicole Bunschoten – Start als VA

- Content Editor
- Sparring Partner

01.22 – Present

De Bewegtherapeut

- Content Editor

06.21 – 06-22

TagPoint Training BV

- Office Manager
- Project Management
- Invoicing
- Sales Support
- Scheduling

05.21 – 12.21

Brand Matters Creatives

- Office Manager
- Traffic Management
- Invoicing
- Sales Support
- Coaching

10.18 – 06.21

Office Manager / Executive Assistant, Bolster Safety, Schiedam

Bolster Safety was part of the Sanoma Group

Confidentiality, initiative, and sound judgment are in place when working in a small team. I supported the entire Bolster team (25 employees) at all levels.

Executive Assistant to the Managing Director (previous Deputy Managing Director for Iv-Groep). Sparring Partner for MT on daily basis

- Office Management
- Management Support
- Complex mail & calendar management
- Coordinate internal and external meetings
- Correspondence
- Domestic and international travel
- Postings for LinkedIn, Facebook & Twitter
- Tenders & Proposals
- Invoicing & Follow up
- Provide financial overviews
- Human Resources – contracts, workplace necessities etc
- Effectively interface with employees from other Sanoma divisions and recognizes key players within all organizations
- Provide a welcoming environment for executive-level visitors and team members
- Assist with PowerPoint presentations; Microsoft and Google applications when needed.
- Other administrative and project duties as requested

06.11 – 09.18

Executive Assistant, Iv-Oil & Gas, Papendrecht

Perform the work with confidentiality, initiative, and sound judgment.

- Sparring partner to Deputy and Managing Director
- Sparring partner and Assistant to Business Development Manager
- Deputy Office Manager
- Complex mail & calendar management
- Coordination of travel and hotel accommodations
- Preparation and processing of various financial sheets
- Coordinate the start of all new hires for 9 departments (keys; passwords, computer systems, location, etc.)
- Preparation of Weekly cost reports; discipline progress reports, expense states
- Facility management
- Internal project related relocation of personnel on 4 floors
- Focal point for several external stakeholders
- Support and conduct the project secretary on Iv-AGA Houston location

01.09 – 06.11

Project Secretary for a joint Venture, JVP (for Iv-Oil & Gas)
Epe, Germany

Project Assistance on Site

- Executive Assistance to the Project Manager
- Facility Management
- Complex mail & calendar management
- Office Management
 - Set up of the entire project site administration including e.g.
 - Personnel administration, contracts, holidays, secondary arrangements etc.
 - Registration of financial administration
 - HSE documentation
 - Variation Orders
- In and outgoing correspondence and all related actions
- Schedule meetings, both with internal as external parties
- Preparation and distribution of Monthly Progress Reports (MPR) both for Board (management of the Joint Venture) and for the client.
- Hotel reservations, booking of flights, train reservations, car rental
- Focal Point for IT related issues
- Handling of meeting minutes and related action lists
- Support Site team
- Arrange for all required materials for site personnel
- Arrange (partial) delivery of legal and contractual milestone documentation
- Digital archiving

01.07 – 01.09

Traffic Manager, IN10 Communicatie, Rotterdam

- Project planning for 30 employees
- Hour registration
- Guard and coordinate the execution of the projects
- Conduct and train trainees
- Digital archiving
- Checking/managing the works, in close consult with Project managers, publishers, lithographers, magazines etc
- Acquisition and sales
- Obtain several quotations from various suppliers
- Negotiate quotations
- All works performed on Apple

06.06 – 01.07

PR Assistant, Unilever Nederland (De Brug), Rotterdam

- Minute meetings regarding the external or/and internal communication of a brand
- Guard and coordinate, both in- as external, the execution communication and resulting new works
- Sparring partner to PR Manager
- Communication with and ordering at press or communication bureaus
- Preparation of Press meetings
- All supporting works possible for the PR manager
- Draught all outgoing marketing texts

01.05 – 06.06

Managing Agent for (20) House Owners Associations,
Triant, Rotterdam

- Prepare, chair and minute financial, legal and technical meetings
- General Correspondence for 20 HOA's
- Guard and coordinate in- and external execution of taken measurements/actions/decisions
- Coordination of an internal decentralisation-process
- Meet in- and external parties
- Arrange all assurances for the HOA's
- Advising the HOA's in all matters

09.03 – 01.05

Executive Assistant, Town of Zwijndrecht, Zwijndrecht

Supporting and sparring with 4 members of the Zwijndrecht municipal council

- Coordination of the council works and provide all required documentation
- Guard the council made agreements and make sure these are executed
- Complex Mail & Calendar management
- Sparring partner
- See before it can be seen
- Organization of work related visits and interviews

07.02 – 08.03

Management Assistant

Organisatiebureau Rien van Halen, Dordrecht

Organisation, coordination, Leading and escorting festivities as well as the daily rent out of all sorts of feast necessities.

- Management Assistant to owner
- Organisation of parties
- Personnel planning
- Party manager
- Accounts payable department and invoicing

02.98 – 06.02

Traffic Manager Reclameburo D&P, Dordrecht

Coordination of assignments / jobs, focus on and set deadlines, maintain in and external contacts with suppliers and employees and visit clients for acquisition.

- Studio planning
- Monitor and guard deadlines and targets
- Keep close contact with clients and make the translation of the job to the art director and studio
- Buying the required materials within the price target
- Motivate 5 personnel members, making sure the works are executed in a pleasant environment.

1991 – 1997

Various short contracts