



Personal information



Official name **Marylène VANDAELE**
Date of birth 04.10.1959, Roeselare (BE)
Marital status divorced
Children Ilse (°14.06.1985) & Rik (°06.06.1988)

Contact details

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Academic background

2013 – 2014	School for Butlers & Hospitality Intensive butler training
1980 - 1981	D-diploma D teaching Degree
1977 - 1979	A6/A1 Secretariaat Moderne-Talen Secretariat & Modern languages
1971 - 1976	Moderne Humaniora General high school

My career as freelance management assistant with various companies has broadened my general knowledge in different fields. Furthermore, I have an inquisitive and studious personality, which results in a broad general interest and an active ambition for lifelong-learning. This interest has driven me to follow many diverse short and long-term courses on various topics.

Professional background

2017/05 - present	Accent Jobs (allround Hotel De Tuilerieën, Brugge)
2017/03	Chief hostess Queen Elisabeth Hall Antwerp (CATS).
2016/05 - 2017/03	Personal assistant - butler (private household).
2015/12 – 2016/03	Butler at Carlton Hotel Sankt-Moritz (CH)
2015/07 - 2015/11	Personal assistant - butler (private household).
2014/12 – 2015/04	Butler at Carlton Hotel Sankt-Moritz (CH)
1985 – 2014	Freelance Management Assistant (self-employed) As a freelance assistant I mainly deliver general administrative support, project support and personal assistance to SME's and/or private persons (mostly business owners). The services rendered vary according to the business' needs and are therefore always made-to-measure.

1983 – 1985	ATT (expedition) All-round administrative support
1981 – 1983	V&E (Pest control) All-round administrative support
1979 – 1981	Gosau (production naval Diesel engines) All-round administrative support

Skills & interests

Language skills

Dutch is my mother tongue and both speech and writing are at an excellent level. My level of **French, English and German** spoken and written can be described as “good”.

Informatics

I’m very well acquainted with different operating systems (Mac, Windows) and various business software programs. I use office programs like Word, Excel and Outlook and database software (FileMaker Pro) on a daily basis.

In my professional career as freelance assistant I learned to adapt quickly to new and unknown specific company software and procedures.

A special interest of mine is text production and text correction. I have been competing for many years in international championships for correct and fast typing. My average typing speed is 585 cpm.

Personal interests

To broaden my general knowledge and to satisfy my hunger for information I am an active member of following professional organisations:

EUMA - European Management Assistants

INTERSTENO - (international organisation for stenography and text production)

ABW - Academie voor Bureauwetenschappen

Managers Association

In my private life, I enjoy life in general by meeting friends and family for fine dining or cultural activities.

References

Discretion is of the outmost importance for my clients. For personal assistance to CEO’s and detailed in-company administration I often obtain confidential and delicate information. Therefore, references are not published in this curriculum, but upon request and after prior permission of the respective clients, contact details of references relevant to your vacancy can of course be provided.