



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

M + 32 475 70 19 94 | leen@leenvandaele.be
www.leenvandaele.be | be.linkedin.com/in/leenvandaele

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 different short and long-term courses on various topics.

Professional background

23/12/2019 - present	Manoir du Dragon
07/05/2019 - 10/11/2019	Manoir du Dragon (temporary contract)
24/12/2018 - 06/05/2019	Accent Jobs (allround Manoir du Dragon, Knokke) (interim - weekly contracts - continuation)
09/06/2018 - 23/12/2018	orthopedic fracture
16/03/2018 - 08/06/2018	Accent Jobs (allround Manoir du Dragon, Knokke) (interim - weekly contracts)
20/05/2017 – 15/02/2018	Accent Jobs (allround Hotel De Tuilerieën, Brugge) (interim - daily contracts)
28/03/2017 - 17/04/2017	Chief hostess Queen Elisabeth Hall Antwerp (CATS) (daily contracts)
02/05/2016 - 17/03/2017	Personal assistant - butler (private household Y)

09/12/2015 – 29/03/2016	Butler at Carlton Hotel Sankt-Moritz (CH) (Winterseason 2015 -2016)
2015/07 - 2015/11	Personal assistant - butler (private household X)
10/12/2014 – 06/04/2015	Butler at Carlton Hotel Sankt-Moritz (CH) (Winterseason 2014 - 2015)
1998/06 – 2014/09	Tandem bvba (owner)
1985/02 – 1998/06	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 – 1985/02	ATT (expedition) All-round administrative support
1981 – 1983	V&E (Pest control) All-round administrative support
1979/08 – 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:

IMA - International Management Assistants

INTERSTENO - (international organisation for stenography and text production)

ABW - Academie voor Bureauwetenschappen

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. Therefor references are not published in this curriculum, but upon request and after prior permission of the respective clients, contact details or references relevant to your vacancy can of course be provided.