



Judith Florentinus

Date of birth 23 September 1969

Dutch nationality, residing in Amsterdam

Having worked as an Executive Assistant on different levels, and for several international companies for over 8 years, I decided to utilise my experience as an interim assistant. I am a driven person who sees it as my goal to ensure that my manager can be successful in his/her job. I will not limit myself to a strict job-description, rather I will "do what it takes" to get the desired results. I have gained experience within national and international companies, privately owned as well as publicly listed, and within different departments (Board of Directors, Legal Department, Finance, Personnel). I have a good understanding of the various internal processes, I enjoy being challenged by a high workload, complicated calendar management, deadlines and exciting projects. In April 2007 I have successfully completed a course as Legal Secretary and in June 2008 I have gained my certification as Professional Organizer. I choose to invest in my further education yearly as I believe that it helps me to become a better professional.

Previous Clients:

OPG Group – Secretarial support for several members and for the Chairman of the Board.

ONVZ Zorgverzekeraar – Secretarial support for the CEO and CFO.

Kempen & Co, Merchant Bank – Secretarial support Director Securities.

Kempen & Co, Merchant Bank – implementation new Microsoft CRM system. After finalising the support project, I was asked to co-manage this project. I tested the new software system, gave advice on changes, and edited the users manual. Prior to final implementation I gave user training to all members of the Securities team, both in Amsterdam as in New York (80 people in total). In order to do this I made a presentation, set up a training program, and taught the program. After implementation I ensured, by "handholding" and guidance, that the users are happy with the system. As I had no previous experience in this field, this project was an extreme challenge for me. It shows that I am not afraid to take on new things and that I am capable of more than my history shows. I owe deep appreciation to Kempen & Co for entrusting this to me.

Egon Zehnder International – Support to several consultants.

Wolters Kluwer N.V. – Support to CEO & CFO LTRE, organise offsite for 100+ employees in Athens.

Vrije Universiteit – Support to one of the members of the Executive Board

Afval Energiebedrijf - Support to the COO and restructuring the secretarial office. Recruiting the new secretary and training her. I have since been asked to cover the secretary's maternity leave.

Pereira, Van Vliet & Partners – Support to the founding partner. Organizing the partners office, setting up guidelines for support, training the new secretary.

I have positive references of all assignments available at request.

Previous Employment:

Priority Telecom Netherlands B.V.

Schiphol-Rijk

November 2000 - February 2006

Executive Assistant

I supported the CEO and CFO in all their daily tasks. My managers involved me extensively in their work, and because of this I have experience with an IPO, a reorganisation, several VC-presentations, M&A activities, Due-Diligence, etc. I am very familiar with the demands of "Sarbanes-Oxley" and "Tabaksblad", as Priority Telecom was a listed company with a mother-company that is listed on Nasdaq.

Along my work as an Executive Assistant, I was in charge of the "Company First-aid Team" ("BHV"). I wrote the First-aid and evacuation plan for the company, set-up and managed First-aid teams in 5 regions and was in charge of the annual evacuation exercise. I was also the company's Charity Coordinator, and as such successfully organised several charity events.



Cisco Systems International

Amsterdam

August 1999 - August 2000

Executive Assistant

I was the Executive Assistant to the General Manager Netherlands. My duties included diary management; organising business trips; preparing meetings; taking minutes and follow-up of action points; filtering information through post, e-mail, telephone and personal contacts; preparing presentations; acting as the point of contact for the management team and the sales department; (co)- organising PR activities.

Wilson Gillespie & Company

Belfast, Northern Ireland

June 1998 - July 1999

Secretary to the Management Team

My duties were producing reports such as business plans and financial analysis; general assisting of the management team; managing 3 junior secretaries; correspondence and e-mail; diary management; preparing meetings and taking minutes; limited market research; office management, filing.

Euro-Software Systems Ltd.

Belfast, Northern Ireland

July 1996 - June 1998

I was the contact person for existing and potential clients; market research; preparing presentations and trade-shows; coordinating marketing activities; secretarial and general support. During this job I realised that my ambitions and talents were more at a secretarial rather than commercial level.

Anfi Beach Club

Gran Canaria

June 1994 - May 1996

Commercial/Administrative clerk

I was the contact person for agencies in the Netherlands and Belgium, with the intent to acquire more clients for this timeshare-resort; all general administration related to this; PR- activities; customer service.

Relevante education:

The Get Organized Institute

June 2008

Professional Organizer, Certification

ISBW

April 2007

Legal Secretary, passed exam

ISBW

January 2004

Management Assistant, passed exam

Computer skills:

Language skills:

Hogeschool Tilburg

1993 – 1994

MS Word, Excel, PowerPoint, Outlook

“Propedeuse” (pre-university) Dutch

St. Jozefschool, Hulst

1981 – 1986

“MAVO-D”, exams passed (high-school level)

English, Economics, History, Geography, Mathematics