Curriculum Vitae

Name: Kundry Van Mechelen

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Date of birth: 01/11/1989

Place of birth: Coburg (Germany)

Nationality: Belgian

Civil status: single

Education

2009-2012 Bachelor in Office Management, Katholieke Hogeschool Leuven (KHL), Hertogstraat 178, 3001 Heverlee, +32 (0)16 37 53 00, final result: good

2005-2008 Baccalauréat Litteraire, Lycée Roumanille, rue Draye de Meyne, 26110 Nyons, France, +33 475 26 04 59,

final result : good

Professional experience:

March 2012 – June 2012 Management Assistant (Antwerp)

(Peeters & Partners Advocaten) Main tasks:

*Internship*

* Answering and committing phones
* Receiving, preparing and responding letters
* Organize and attend meetings
* Call clientele
* Making reports
* Organize travels
* Welcome clientele
* Manage the agendas of the lawyers
* Manage and classify documents

- Student jobs:

Since 2009-12 Attendant at the Flanders Opera (Antwerp)

2010-07 Employee in the camping “Fontaine Annibal” (Buis-les-Baronnies, France)

2009-06 Saleswoman in shoe store “Snoeys” (Turnhout)

Language skills

Dutch: Mother tongue

|  |  |  |  |
| --- | --- | --- | --- |
|  | Understanding | Speaking | Writing |
| French | Excellent | Excellent | Excellent |
| English | Very good | Very good | Good |
| German | Good | Good | Good |
| Spanish | Basis | Basis | Basis |

Computer skills

Word, Access, Excel, PowerPoint, Outlook

Other relevant information

Trainings: International Week of Office Management on “How the Governments of Belgium and Spain are handling the economic crisis” from 9 to 13 May 2011 at the St. Charles College in Madrid.

Interests: travelling, reading, playing piano, listening to music, learning new cultures.

Availability

1 August 2012