

# Marc Dierickx

A DILLIGENT AND  
DRIVEN WORKER...

*... is in search of a  
part-time sidejob*

For a maximum of 20 hours per week I am looking for a company or company or organization in which I could provide added value thanks to my administrative knowledge and computer skills. I dare to say that I am flexible and driven and also focused on working quickly and efficiently.

I am a good communicator and I will be happy to refine or upgrade certain skills if necessary. My preference is very strongly for working from home.

*You can contact me  
via this information*

Cell phone: +32 0468 150 025  
e-mail: marc.dierickx@outlook.com

Address  
Domein Castelmolen  
Halsesteenweg 27  
9402 Meerbeke

## My Social Media

Instagram  
@mardie08031963

Twitter (X)  
@dierickx1963



## *Work experience in the public sector January 1996 to December 2001*

- RVP Brussels; preparatory work for digitizing files
- RSZ Brussels: administrative support, translations
- RSZV: file management, contact person for info concerning retirement

## *Work experience in the private sector January 1987 to December 1995*

- Carl Seeger: Technical commercial employee, making and following up on price offers, recording and following up orders, maintaining contacts, both with customers and suppliers (in various languages)
- Au Clou: Showroom employee, contact with and advice to customers about their desired items, replenishment of stock in showroom and warehouse, sporadic administrative support (languages used here mainly French and Dutch)
- Demabe: Technical commercial employee, making and following up on price offers, recording and following up orders, maintaining contacts with both customers and suppliers (in various languages) and temporary support in the showroom. Also here use of different languages, Dutch, French, English, German.



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## Educations

September 1981 to June 1985

Bachelor in German/Italian  
Achieved at the Higher National Institute for Translators and Interpreters - Brussels

September 1975 to June 1981

Secondary Education in Modern Languages  
Obtained from the Royal Athenaeum Aalst

## General computer knowledge

Microsoft Office in different versions  
Windows operating system in different versions

## Computer knowledge graphic design

ADOBE

Photoshop for photo editing:  
InDesign for Desktop Publishing  
Illustrator for vector design

Affinity (Adobe competitor)

Photo for photo editing  
Publisher for Desktop Publishing  
Illustrator for vectorial design

Open source graphics programs

Gimp for photo editing  
Scribus for Desktop Publishing  
Inkscape for vectorial design

## Language skills

Dutch  
Excellent

French  
Average to  
good

English  
Average to  
good

German  
Average to  
good

This classic resume was created using the Canva program,  
a program in which I have immersed myself in the last days

Canva