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

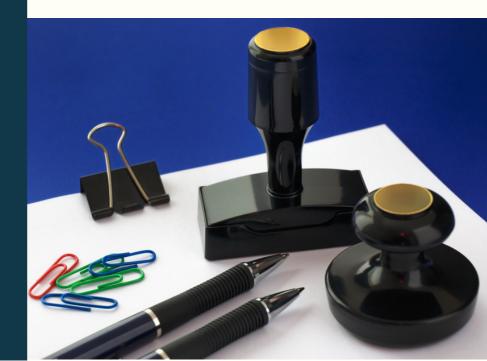


Work experience in the public sector January 1996 to December 2001

- 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

