

CURRICULUM VITAE/RESUME

Personal details

Surname	T.
Name	Angelique (Angi)
Currently Living	Digiital Nomad in Thailand
Email	mydreamflipflop@gmail.com
Year of Birth	1966
Country of Birth	The Netherlands
Nationality	Dutch

I am a well experienced Management (Virtual) Assistant and freelance translator, with a open view on life. I travel and work where life is taking me. I think in possibilities! I am a CAN-DO person! I do any job with 100% commitment. I am dependable, flexible, happy, accurate, serious, open minded, reliable and responsible.

Work- en other experiences

April-current	Parttime online translator English to Dutch for a marketing Agency
March-current	Online freelance data entry for international Employment Agency
January-current	Online Virtual Assistant for a few Dutch companies.
January-current	Online Translator for Agoda.com Singapore.
September-current	Freelance Translator/Proofreader/Editor English <-> Dutch (and occasionally Polish -> Dutch/English and/or German -> Dutch/English).
August 2015-current	Online conversational English Tutor on several international platforms.
May 2015-August 2015	Winter manager of El Diablo Tranquilo Hostel in Punta Del Diablo, Uruguay.
Dec. 2014-April 2015	Kitchen- and Domestic staff member for Viamonde at Colonie de Vacances Rodania, Saas Grund (Switzerland).
Nov.2013-Oct. 2014	Traveling in Indonesia, Thailand and Malaysia.
March 2014	All-round manager at Bagus Place (resort), Mukut, Tioman Island (Malaysia).
Feb. 2001-Jan. 2014	Facility manager/Management Assistant (MA) at several divisions of the District Court in Arnhem (The Netherlands). Management supporting proceedings for the employees of the division(s), the managers and chairman of the division. Central contact for customers and support services inside and outside of the Palace of Justice in Arnhem (The Netherlands). 'The spider in the web of the division(s)'. IT-supporting tasks like building of internet sites and several workflow programs.
Oct 2005-Nov 2007	Member of The Work Council of the District Court in Arnhem (The Netherlands).
Jan 2001- April 2007	Weekend receptionist (1x every 4 weeks) at Nursing home for the elderly, 'De Doekenborg'-Nijmegen (The Netherlands).
March 2001-Oct 2001	Project secretary at the District Court in Arnhem (The Netherlands). Preparing, organizing, taking minutes at meeting for the project management and -groups. Replacing the secretary of director and the president of the District Court of Arnhem (The Netherlands).

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May 2000-Dec 2000	Facility Manager for Stichting Krans Nijmegen (The Netherlands)-at nursing home 'De Orangerie'. Organizing i.e. the cleaning, the reception, the shop, the restaurant and the laundry (the facilities).
Dec 1999-May 2000	Restaurant employee at La Place, V&D Nijmegen (The Netherlands). 'A la place' preparing fresh warm meals.
Nov 1997-Nov 1998	Trip around the World.
July 1996-Dec 1996	Project coordinator of digitalizing of maritime maps for C MAP UK-Fareham (England/Great Britain). Starting of the project and transferring it to an new colleague.
May 1996-Sept 1999	A few summer seasons working as an all-round employee in the bar, the kitchen and restaurant at Byre Bistro at Taymouth Holiday Centre in Kenmore (Scotland/Great Britain).
Apr 1995-Apr 1996	Computer operator: digitalizing of maritime maps at C-MAP Poland in Gdansk (Poland).

Education

1986-1991	Higher vocational Education(HBO): Logistics/Facility Management-Hogeschool Heerlen (The Netherlands).
1982-1986	Senior secondary vocational education(MBO): Business Administration/Accountancy-Hazenkampcollege Nijmegen (The Netherlands).
1979-1982	General Secondary Education-Pius XII MAVO Nijmegen (The Netherlands)
1978-1979	General Secondary Education-1 year HAVO-Elshofcollege Nijmegen (The Netherlands).

Language

	Written	Conversation
Dutch	Native	Native
English	Very good	Very good
Polish	Reading well	Good
German	Reasonable	Good
French	Little	Little
Spanish	Little	Little