



"I take care of the details so you can focus on the business"

Competences

- ✓ Driven
- ✓ Ambitious
- ✓ Connector
- ✓ Entrepreneur
- ✓ Hospitality minded
- ✓ Sales focused
- ✓ Improvement coach
- ✓ Trouble shooter

Pitch

"My passion is to provide busy entrepreneurs, as well as their assistants, with temporary structure and support for assignments, in order to bring about positive changes. I am able to achieve this by introducing you to a new way of working, in which you can effectively and more efficiently anticipate, together with the right interim professional at your side. With the aim of increasing connections and achieving higher results, which will impact your business and personal life.

I am a natural trouble-shooter and together with my foresight, as well as a good dose of creativity and bubbling energy, I am able to perfectly anticipate situations and make a difference by taking that extra step forward and providing you with the support that you require.

This results in satisfied entrepreneurs who can retain their focus on what is really important to them, along with assistants, who can go on holiday without any worries."

Contact details

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Work experience

02.2016 – 12.2017 Vanderlande Veghel - Personal Assistant

Assignment: Support CEO and CFO in day to day business and actively advise and act as a business partner. Responsible for assistants council and coaching junior assistants. Actively involved in Strategy projects. Teamleader Secretariat.

05.2010 – 01.2016 Philips Lighting AMS&EHV - Executive Assistant & Projects

Assignment: Managing logistics admin support incl. internal communications within department while Manager can focus on core business.

09.2012 – 07.2013 Royal Philips Amsterdam - Interim Executive Assistant ExCo

Assignment: Backup Board assistants during holiday & leave. Responsible for making sure that all admin and logistics work could continue.

09.2009 – 04.2010 Philips IT Infrastructure - HR Support Professional

01.2007 – 09.2009 Philips Healthcare - Executive Assistant & Events

01.2005 – 12.2006 Philips Consumer Electronics - Executive Assistant

09.2001 – 12.2004 Randstad - Interim Management Assistant roles – different companies

Projects

2016 Vanderlande- Toyota acquire

Toyota Industries Corporation (TICO) has signed an agreement to acquire Vanderlande. Assignment Project Coordinator. Making sure project runs smoothly and communicatie w/ stakeholders and project team. Actively involved.

2015 Philips Lighting - Improvement project GreenBelt Lean Six Sigma

Project assignment: GreenBelt/LEAN Six Sigma project to improve NPS through complaint handling TPT reduction.

2013 Royal Philips Amsterdam - Opzetten Assistants council

Set up assistants handbook for Headquarters Amsterdam
 Set up assistants council for Headquarters Amsterdam and act as chairman

2012 Philips Lighting - Improvement Project GreenBelt Lean Six Sigma

Projectleider DirectUs . From and for Assistants. To investigate and improve new ways of working. Making sure assistants stay focused and make use of their talents. Saving: EURO 500K.

2011 Philips Lighting - Improvement project Lean Six Sigma

Projectleader W@P. Welcome at Philips. Service/hospitality project. Create/improve hospitality/welcome feeling within Philips Lighting for external/internal customers.

Education & languages

2016 Financial Management - Secretary Management Institute

2010 Green Belt Lean Six Sigma - Philips Lighting

2007 HBO Business Office Management NIMA-A & Marketing - Schoevers

2005 German language training - Regina Coeli

2000 MBO+ Tourism - TIO College

Languages: Dutch & English – fluent both oral/written

Office knowledge: xxxxx

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