

# VICKY KORSTANJE

ORGANIZATIONAL TALENT - EFFICIENT -  
GO-GETTER - ENTHUSIASTIC - COMMITTED - FLEXIBLE -  
DRIVEN



+32498904678  
vicky.korstanje@gmail.com  
Antwerp, 2060  
, België

## PERSONAL SKILLS

Leadership & Coordination: manage assistants - main contact with the American headquarters - inform and manage European offices - manage online agency - Create European PR plans and coordinate local plans - responsible for IP protection

Organizational: event planning and execution - determine content publication - recruit writers & translators - oversee production (typesetting and printing) - recruit temp workers - create work plans - create contracts

Business: manage budget - make and give presentations - annual reviews of assistants - type reports

Quick learner - flexible - great communicator (written and oral) - supportive attitude - social, open and easy going - Flexible and stress resistant - team player - positive attitude and "you can if you think you can" spirit - centipede

## LANGUAGES

Dutch: native / bilingual

English: native / bilingual

French: conversational

German: limited

## COMPUTER SKILLS

## SUMMARY

Having 25 years of experience in the marketing sector, of which the last 5 years in a managerial position, I decided to give my career a different turn. I want to offer my broad working experience to different companies for temporary assignments, so I became a Virtual Assistant. I have excellent organizational skills but I also don't mind doing the general administrative stuff that needs to be done on a day by day basis. I'm a good communicator in both Dutch and English, I learn quickly and I am strong in planning and implementation. I also have extensive experience in property management, recruitment, and translations from English to Dutch or the other way around.

## WORK EXPERIENCE

Account Specialist, Randstad, Antwerp, Apr 2017 - Dec 2018

Master Data Analyst, Procter & Gamble, Meise, Jan 2016 - Jun 2016

Senior European Brand Manager, Wizards of the Coast, Brussels, Jan 2011 - Oct 2014

European Brand Manager, Wizards of the Coast, Brussels, Jan 2009 - Dec 2010

European Assistant Brand Manager, Wizards of the Coast, Brussel, Jan 2003 - Dec 2008

European Marketing Executive, Wizards of the Coast, Antwerp, Jan 2001 - Dec 2002

European Communications Manager, Wizards of the Coast, Antwerp, Feb 1998 - Dec 2000

Account Executive, RCA, Alken, Feb 1994 - Dec 1997

Account Executive, Konzept, Mechelen, Jul 1993 - Feb 1994

Junior Account Executive, Konzept, Mechelen, Jan 1993 - Jun 1993

Account Secretary, Konzept, Mechelen, Oct 1990 - Dec 1992

## EDUCATION

Bachelors degree, Antwerp, Sep 1990 - Jun 1993  
Marketing and publicity

Bachelors degree, Antwerp, Sep 1988 - Jun 1990  
Communication science

Word, Excel, Outlook, Gmail: advanced

Powerpoint, SAP: intermediate

Wordpress: intermediate

Firefox, Internet Explorer: advanced

---

## **COURSES & TRAINING**

**Time Management, Brussels, Mar 2012 - Mar 2012**

1/2 day Time Management course linked to the use of Outlook

**Situational Leadership II, UK, Jun 2012 - Jun 2012**

A 2-day course in the UK, organised via Hasbro, my employer at the time.

---

## **EXTRACURRICULAR ACTIVITIES**

**Volunteer work in Nepal, All Hands & Hearts, Nepal, Feb 2018 - Feb 2018**

I joined the team in Nepal for 3 weeks to help rebuild schools that were destroyed during the earthquake of April 2015.

I also raised funds for this cause via my personal fundraising page.

---

## **INTERESTS**

I love traveling, reading, running, and snowboarding