CURRICULUM VITAE

PERSONAL INFORMATION AND CONTACT DATA

Joke Heyndels
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21 juni 1984
Belgian

LANGUAGES

Dutch	native speaker
English	fluent (spent 7 months in Ireland)
French	basic

COMPUTER

Full-Stack Software Developer: HTML5, CSS3, Bootstrap, …

European Computer Driving Licence: Certificate obtained

Word 2003, Excel 2003, Internet and Outlook, Windows XP, PowerPoint 2003, Access 2003

EDUCATION

Code Institute **Full-Stack Developer**	Dublin (Online)	07/'18 – heden
De Kiem **Administrative clerk**	Aarschot	11/'06 – 01/'08
Don Bosco **Humane Sciences**	Haacht	09/'01 – 07/'03

WORK HISTORY

Mivas	Label-printer	Lier	04/'12 – heden
Agentschap Ondernemen	Administrative clerk	Antwerp	08/'11 – 01/'12
LIDL Belgium	Sales	Berlaar	06/'10 – 08/'10
Build-A-Bear Workshop	Bear Builder (Sales)	Wijnegem	09/'09 – 03/'10
Belgacom	Callcenter Operator	Antwerp	02/'09 – 08/'09
CRS bvba	Administrative clerk / Receptionist	Leuven	01/'08 – 07/'08
Various agencies	Various temping jobs	Region Vlaams-Brabant Sligo, Ireland Clonakilty, Co. Cork, Ireland	10/4 – 11/'06
Kruidvat	Sales	Kampenhout	09/'04 – 10/'04

INTERNSHIPS

Mivas Lier	Label-printer	Update and print various labels, maintain and use printers	03/'12
Agentschap Ondernemen Antwerpen	Administrative clerk	Telephone and physical reception (receiving customers, guiding to meeting rooms etc.), booking meeting rooms, preparing correspondence for mail, modifying data / entering database, various small tasks in MS Office (Excel & Word)	04/'11 – 07/'11
CRS bvba Leuven	Administrative clerk	Correspondence, telephone reception (taking messages and passing on, diverting where necessary), receiving customers, preparing meeting room.	07/'07 – 01/'08
Wijkgezondheids-centrum De Ridderbuurt Leuven	Administrative clerk / Receptionist	telephone reception, reception desk, preparing correspondence for mail, making appointments in custom calendar program	04/'07 – 06/'07