



## PATRICIA DESTREBECQ

🏠 Avenue Joseph Jongen 81 – 1180 Bruxelles  
Brussels citizen  
📞 +32 (0) 476 30 28 24  
✉ patricia.destrebecq@outlook.com  
Driving licence B

### PROFILE

Born on 12 April 1965  
Married with 3 grown up children  
Native languages and fluently spoken French & English  
  
Conversation skills in Dutch  
  
Knowledge of Spanish

### COMPETENCIES

- Meeting organizer, (F2F and online) conference calls and conferences all over Europe and in the US
- Support to Managers and follow up on activities and projects (travel arrangements, event planning and implementation, prepare meetings dossiers, writing of the minutes and follow up on actions)
- Follow up on activities and projects of Member companies, handle or initiate replies to members' requests and queries
- Compilation of regular reports gathering, summarizing, analyzing data and updating specific databases (e.g. Sales Force)
- Prepare invoices, assist in budget preparations and financial follow-ups
- Archiving of documents and minutes and maintain office filing and storage systems, monitor and maintain office supplies
- Team spirit, curious and eager to learn new concepts
- Flexibility in work and high communication skills
- HR assistance, payroll in Belgium and France
- Translation assets in English & French
- Office maintenance, follow up of orders, outlook calendars update, receptionist

### EXPERIENCES

1987-1988: Junior Assistant at IBM-IEC La Hulpe Training Centre (BE)  
1988-2019: Management Assistant at CEFIC, the European Chemical Industry Council  
2019-2020: Temporary contract at EuroFIR AISBL as Office & Projects assistant (CDD)

**STUDIES** | 1984-1985: ISTI (French-Dutch)

1985-1987: ISES Bachelor graduated with mention, as Management assistant

**LANGUAGES** | Native languages and fluently spoken French & English  
Conversation skills in Dutch  
Knowledge of Spanish

**PC SKILLS** | Suite Microsoft office  
Internet websites (TypeForm, Eventbrite, Mailchimp)

**DIVERS** | Swimming, cycling, outdoor sports with friends