



PATRICIA DESTREBECQ

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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