

# INGRID VOS

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Dutch/Canadian crisis resistant assistant with a hands-on mentality. Flexible team player who takes initiative, is politically sensitive, results/resolution oriented. Excellent verbal and written communication skills and able to generate trust. Strong organizing talent and attention to detail. Loyal, discrete, energetic, with strong work ethics and not afraid to be critical. Representative, enthusiastic and recognized for reliability and 'getting the job done' through persistence and knowledge, with a good sense of humor.

**EXPERTISE** Project & Change Management - Executive/Personal Assistance - Event Management Travel Management - Translations, Localizations & Transcribing

## EXPERIENCE

**Flynth – Advisors and Accountants** – Project Assistant (freelance) Aug 2021 – Feb 2022  
Assistant to the Director of Technical Information, calendar management, minutes and action lists, responsible for their **intranet sites, documentation and library (SharePoint)**. Responsible for the **eHerkenning** (a standardized login system for doing business with the Netherlands government) (chain) authorizations.

**ODBN – Environment Services North Brabant** – Management Assistant (freelance) Aug 2020 – Jun 2021  
Supporting 4 managers and their teams. Email- and calendar management. Meeting management and minute taking in a **politically sensitive** environment, action lists and follow up, organisation of online events, improving event management, projects and the **making and giving of the training: E-mail Etiquette**.

**HEMA B.V.** – Personal Assistant to the Finance Director (freelance) Sep 2019 – Feb 2020  
**Complex calendar management**, manage email boxes, master data checks, organize and preparation of meetings including **dashboards, taking minutes, action lists**, support the financial department (73 fte), organize events, personal support to the director and CFO.

**Veilig Thuis Brabant Noord Oost** – Personal Assistant to the Director (Public Support) Apr 2019 – Sep 2019  
Spoc to the director. Complex email and calendar management. Responsible for the company's **website, meetings, designing and standardizing presentations, project coordination and research**.

**Infotheek/Central Point** – Executive Assistant (Public Support) Jan 2019 – Apr 2019  
Supporting the CEO, CFO, Sales Director and Director Legal. **Extreme and complex calendar and email management**, plan, organize and booking of **travels, expense reports**, organization of events and **shareholders meeting including live stream**, coordination of TV recordings and infomercial. **PA to foreign boardmembers** during their stays in the Netherlands.

**HEMA B.V.** – Personal Assistant and Project Manager (Public Support) Feb 2017 – Nov 2018  
Personal Assistant to the Head of Format and project coordination of a 3-day event 'Proud of HEMA'-event for all store staff members. **Reorganization** of the Format and Space Support departments, **roll out** of 365 HEMA Worlds small stores, roll out of 5 concept stores, **HEMA brand manual** – a digital manual on how to build, furnish, maintain and manage a HEMA store. Coordination pilot **store renovations** to the latest beauty concept.

**ALLIANDER** – PMO (freelance) Jul 2016 – Dec 2016  
IFRS15 project – 13 teams. Project delivered within budget and well within time. Some of the tasks; **Project updates**, Communication, Meeting management, Writing instructions, **Presentations**, Training, Resources, **Budget & Expense claims**, First contact to all stakeholders, Planning in collaboration with the Steering Committee and the external advisory team (PwC), 'Mediator' within the project teams and other departments.

**FAST & LOOSE PRODUCTIONS** - Assistant Art Director - (freelance) Mar 2016 – Jun 2016  
psychological thriller **PURGATORIUM** - Tasks;  
**Design**, props, materials, set dressing. **Planning the Art Department and supervision of 3 art** assistants. Coordination with the Art director, Director, Producer, Lighting, Sound, Hair & Make up. International crew & cast. Film is currently in post-production.

**MIJNAANSLUITING.NL** – PMO (freelance) May 2015 – Feb 2016  
Task of het Project Team is to develop, implement and manage a single application portal for multiple disciplines (energy, gas, water, and media companies). **Gatekeeper, Linking Pin**, Meeting & Minutes management, Action lists, **Progress control**, Budget control, Resource registration, **Document management (SharePoint)**, Trace & analysis of information. Responsible for several subprojects like training, testing, customer panels, communication (newsletters, events)

Freelance translations (EN-NL/NL-EN); blogs, video's en project assistance - documentary, book, and graphic expressions, **organizing events (12-200 persons)**, Office relocations.

**SAP** - Coordinator Presales Translations & Localizations (freelance) May 2014 – Mar 2015  
Responsible for the **promotion and communication** of these services. SPOC for the EMEA and MEE regions. After implementation of several plans and actions, **usage increased by 68%**. Global team (USA, Europe, Canada, India and Japan). Translating and editing of texts and transcribing videos (NL-EN / EN-NL). 99 % virtual job.

**Philips Lighting** – Project Assistant (freelance) Jan 2012 – Apr 2014  
Assistance in a **global HR Competence Management project (SharePoint/Excel)**.  
Several interim assignments: Project coordination and -administration, Personal Assistance, Event organization, Email management, Calendar and Travel management, Expense administration, Market & competitor research, **Translations NE-EN / EN-NE**.

**ESSENT** - Project Assistant Apr 2007 – Nov 2011

**New Energy, Energy Management Pilot** Dec 2010 – Nov 2011  
Responsible for all Pilot participants in a domotica project. **Intensive contact with internal and external parties**. Recruitment and selection of participants, **troubleshooting**, PR, Organization of participant meetings, Planning, Marketing research.

**Integration Purchasing and Personnel RWE Nederland, Helmond** Aug 2010 – Dec 2010  
Responsible for a **smooth integration** of RWE NL personnel to different Essent locations and changing the purchasing procedures to Essent's way of working. Closure of the RWE-Helmond Offices.

**Roll Out Team Greenfield programma** Oct 2009 – Jul 2010  
**Operational scripts and planning**, FAQ's, Meeting management, **Implementation of change proposals**.

**Transition Office** Oct 2007 – Oct 2009  
Responsible for all business unit exceeding project information for the steering committee.  
**Identify dependencies**, deadline alerts, resource planning, **celebrating milestones**, continuous helicopter view

**ESSENT** - Executive Assistant B2B Apr 2004 – Oct 2007

**VANDERLANDE Industries** - Office Manager International (4 fte) Apr 2003 – Apr 2004

**FIRST INTERNATIONAL COMPUTERS** - Personal Assistant to the VP and MD Dec 1991 – Oct 1998  
And development and coordination of **incentive programs**, responsible for advertisement campaigns, CeBIT (trade show) and the integration of several Taiwanese families.

**GRAPHIN'** - owner Aug 1991 – Dec 2001  
Graphic Design. In 1996 the company specialized in the transportation of art objects throughout Europe (5 fte)

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## SKILLS

Languages: Dutch & English perfect - German, French and Spanish reasonable

Software: MS Office 365- SharePoint - MS Project - SAP – Exact - Lotus Notes - Prezi – Google Suite - JDA – iBabs - Canva

## EDUCATION

- SOCIAL PSYCHOLOGY (Wesleyan University – hoping to finish mid 2022)
- ✓ HBO PROJECT MANAGEMENT (NCOI)
- ✓ HBO CHANGE MANAGEMENT (NCOI)
- ✓ Psychologie van Organisatie-verandering (Schouten & Nelissen)
- ✓ MS PROJECT
- ✓ AD COMMERCIAL ARTS & GRAPHIC DESIGN (Golden West College, CA, USA)
- ✓ ECOLE INTERNATIONALE D'HÔTESSES TUNON (Monaco & the Hague)

## EXTRA INFORMATION

- Born in Canada, grew up in Toronto (Canada), West Virginia, Texas, Los Angeles(USA), Geneva (Switzerland), Venlo, Vught en Den Haag
- Big fan of my two daughters
- Rowing, tennis, sailing.
- Coordinator Row Clinics and KiKaRow 2019 – RV de Hertog
- Willing to travel/relocate
- Always in for a workcation