

# CURRICULUM VITAE

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By performing several tasks in Shared Service Centres in The Netherlands, Germany and Belgium I was able to pick up an all-round administrative and financial experience.

During these years I have performed as Manager Accounts Receivable, Accounts Payable and Banking and also coordinating a large international Back-Office team which was responsible for contract management and billing.

Renewal and efficiency improvements based upon kpi-reporting, process descriptions and migrations were main targets and sometimes dealt with on a daily basis. All were of course within the AO/IC or SOX guidelines and regulations.

My teams varied from 8 till 24 fte suited in national and/or international Shared Service Centers.

I am straight forward and communicate clear about what I expect and the results that have to be created. "Self managing teams" is what I am trying to bring into practice as much as possible. In my vision it creates space for flexibility and stimulates personal development of the employees.

Not everything has to be on a leash because people are perfectly capable of thinking on their own, responding and bringing on ideas.

Managing and coaching existing teams or (re-)building new departments is one of my strengths. Besides the necessary knowledge and "out of the box"-thinking, I'm very driving to create extraordinary results.

At this moment I'm working as a self employed entrepreneur (freelancer) and would gladly like to introduce myself in person.

## Courses / certificates:

2004 - 2007	<b>Several personal development- and coaching programs (CSA)</b>
2004	<b>NewStar</b> (CRM-system)
2003	<b>Movex</b> (ERP-system)
2002	<b>Talent Development program</b> (coached development program)
2001	<b>Financial Management</b> (Module I+II)
2001	<b>VCA** - Advance Safety Training</b>
2001	<b>Training 'Project management'</b> ('t WEB)

## Diplomas:

2000	<b>Management Education</b> at the Technical University in Rijswijk
2000	<b>Marketing</b> (equal to NIMA A)
1998	<b>1e Degree Physical Educator</b> at the University of Physical Education and Sports
1994	<b>HAVO</b> ; Dutch, English, Mathematics, Chemistry, Physics, Biology.
1992	<b>MAVO</b> ; Dutch, English, Mathematics, Chemistry, Physics, Biology, Geography.

## Work experiences:

At employers and customers like Aggreko, AVR, Océ, Q8, Unilever, Desso-Armstrong, FrieslandCampina, etc. I performed several tasks and responsibilities.

Below you will find a short description of these employers and tasks.

*Q8, in Rotterdam*

**06/2011 – heden**

### **Financial Consultant**

- Participate in a Six Sigma project – “Purchase to Pay”;
- Implementing process optimizations to reach targets like 90% Paid on time, 75% PO-usage, further reduce fte's from 7 to 6;
- After care after implementation of a new invoice processing-/workflow system;
- Creating automated reporting in a new reporting programme Visibility;
- Writing flowcharts en work instructions for a manual.

*Q8, in Rotterdam*

**06/2010 – 05/2011**

### **Supervisor Accounts Payable**

- Ad interim coördination of the Accounts Payable department;
- Creating a KPI-dashboard and supporting reports;
- Increase the Paid on Time percentage from 50% to 80%;
- Reducing the number of fte's from 13 naar 6;
- Implementing a new scan, OCR en workflow system;
- Implementing several process optimizations to reach the set targets.

*Genzyme, in Naarden*

**02/2010 – 04/2010**

### **Senior Accounts Payable**

- Ad interim coördination of the Accounts Payable department;
- Reviewing the purchase invoices based upon the new European vat-regulations;
- Preparing purchase invoices so they can be processed;
- Analysing and approving purchase requisitions in Ariba;
- Checking and approving posted invoices/batches in MFG-Pro;

*FrieslandCampina, in Amersfoort*

**06/2009 – 09/2009**

### **Manager Accounts receivable**

- Combining the Accounts Receivable administrations of Friesland Foods and Campina at a new location;
- Initiating the OtC-process together with Customer Service, Sales and Controlling;
- Building and managing the Accounts Receivable team (10 fte);
- Creating the KPI-reports;
- DSO reduction.

*Campina, Cheese, Butter & Valess in Tilburg*

**10/2008 – 05/2009**

### **Manager Debiteurenbeheer**

- Managing the “Debiteurenbeheer” department (10 fte);
- DSO reduction;
- Creating the kpi-reports;
- Implementing of performance management;
- Describing the OtC processes in flowcharts and work instructions;
- Preparing the merger between Campina and Friesland Foods related to the OtC processes.

*Océ, in Venlo*

**09/2007 – 09/2008**

**Manager Accounts Payable / Project leader**

- Managing the Accounts Payable team (12 fte);
- Processing purchase invoices (130.000 per year);
- Optimizing the complete PtP-process, with and without purchase order and EDI;
- Working Capital reduction, increasing the payables;
- Optimizing the payment run;
- Analyzing the digital workflow system implementation possibilities (PID).

*Desso, Financial Shared Service Centre in Waalwijk*

**05/2007 – 08/2007**

**Consultant / Project leader**

- Managing the Accounts Payable department(5 fte) and Bank Accounting (3 fte)-teams for Europe;
- Consultancy for a new structure and workload in the Credit Collection department;
- KPI consultancy, creating a report structure and implementing this in the normal process;
- Basware upgrade (linked to SAP-R3 4.6);
- Analyzing the possibilities for receiving digital purchase invoices (non-EDI).

*Armstrong, Financial Shared Service Centre in Waalwijk*

**02/2006 – 04/2007**

**Manager Accounts Payable, Bank Accounting & Credit Collection**

- Managing the departments Accounts Payable (10 fte), Bank Accounting (4 fte) & Credit Collection (10 fte) for Europe (total 24 fte);
- Treasury, cash flow planning;
- Banking and interest cost reduction with tools like zero- en target balancing;
- Migrations of several entities;
- Creating process descriptions (flowcharts)and analyzing checkpoints;
- Implementing improvements in the PtP-process according to SOX regulations;
- Coordinating the reorganization after the split between Desso and Armstrong focused on Accounts Payable and Bank Accounting.

*Unilever SSC, Financefocus in Vlaardingen*

**05/2005 – 02/2006**

**Team Leader Accounts Payable België**

- Managing the Purchase to Pay-team/Supplier administration (12);
- Migration of the financial administration of 6 Belgium Unilever entities from Brussel to the SSC in Vlaardingen department Financefocus;
- Optimizing processes within the financial administration in Vlaardingen;
- Hiring and training employees in a new team.

*Aggreko, Central Europe in Aachen (DE)*

**03/2003 – 04/2005**

**Central European Team Leader Back Office**

- Managing the Central European Back Office Team (15);
- Starting a Shared Service Centre for 9 locations within Central Europe;
- Implementation of the ERP-system Movex in the Netherlands, Belgium and Germany;
- Restructuring work processes focussed on company reorganisation in combination with the new ERP-system;
- Coaching en training new employees with Dutch, Belgium and German nationality;
- Implementation of NewStar (CRM-system);
- Training the Sales Support-department /Front Office (7).

**AVR, locations Den Haag, Rotterdam and Ridderkerk**

**11/2000 – 01/2003**

**Staff Executive**

- Organizing the administrative department / AO-structuring;
- General Ledger investigation focussed on invoicing, postings and corrections coming from the waist registration;
- Coaching and guiding the administrative coordinator, project employee and the coordinator waist collection;
- Process descriptions and quality management focused on ISO- and VCA certification;
- Several optimizing projects like, waist registration, management information, BSC-reporting, P90-regulations, efficiency for the department C&K, etc.;
- Project coordinator during an investigation for mechanical waist collection possibilities.

**Other work experiences**

**Gymnastics teacher** at the "François Vatel".

**09/1998 – 07/1999**

**All round Fitness instructor** at Exercise (Fitness en Aerobic Centre).

**06/1998 – 11/1999**

**Tennis instructor** at the University of Physical Education and Sports.

**04/1998 – 12/1998**

**Other:**

Drivers licence: A + B (Motor & Car)

Languages: Dutch: Excellent in word and writing  
English: Good in word and writing  
German: Sufficient in word and reasonable in writing

System knowledge: SAP R/3 (4.5, 4.6 & 4.7)  
Basware (Digital invoice processing program)  
Livelihood (Digital invoice processing program)  
MFG-Pro (ERP-system)  
Movex (ERP-system Citrix based)  
Ariba (Purchasing module)  
NewStar (CRM-system)  
Word, Excel, PowerPoint, etc.