

## **KIMBERLEY HUIZING**

Address:	Bierstraat 9	E.:	quinquelinguarum@gmail.com
Postal code + City:	2512 AC The Hague	Born:	March 3rd 1989
Country:	The Netherlands	Nationaliteit:	Dutch

### ***EDUCATION***

Russian Studies –Leiden University

Master's (expected graduation): February 2012

Pre-master's: September 2011 - January 2012

European Studies July 2011 – The Hague University of Applied Sciences:

Communications, foreign languages, export marketing en European politics

Russian Academy of Economics I. M. Plekhanov , Moscow

Semester of exchange September 2007 – January 2008

### ***WORK EXPERIENCE***

<b><i>Studiekring</i></b>	Tutor
January 2012 - present	Tutoring secondary school pupils on planning and language skills in individual sessions. Overseeing homework guidance groups: maintaining order, checking planning and quality of work.
<b><i>Agency NL EVD</i></b>	Secretary
July - October 2011	At Unit Private Sector Investments, which grants foreign aid through international SME collaborations. Secretarial, proofreading, administration.
<b><i>Unamic HCN</i></b>	Customer Service Representative for Sanoma Uitgevers
February - June 2011	Customer service and sales, (sales) coaching at regular intervals. Sales on target in 10 weeks.
<b><i>Direct Wonen</i></b>	Rental mediation (seasonal job)
July – August 2010	Working at various branch offices to compensate for employees' holidays and sick leaves. 9 weeks in 7 cities: viewings, sales calls and administrative tasks.
<b><i>The Technopolicy Network</i></b>	Project Assistant
January – June 2010	Supporting programming of annual conference. Updating and developing marketing communications alongside manager, at international network.
<b><i>Corporate Hotel Connections</i></b>	Internship
February – April 2009	Mediation of conference locations for corporate clients. Proofreading of marketing communications content.
<b><i>ANWB Emergency Center</i></b>	Rental car unit (seasonal job)
June – August 2008, July – August 2007	Booking and, if necessary, arranging delivery of rental cars. Informing clients on arrangements made.

## ***LANGUAGE SKILLS***

	<b><i>Comprehension</i></b>	<b><i>Spoken</i></b>	<b><i>Written</i></b>
<b><i>Dutch (native)</i></b>	Excellent	Excellent	Excellent
<b><i>English</i></b>	Excellent	Excellent	Excellent
<b><i>French</i></b>	Intermediate	Intermediate	Intermediate
<b><i>Russian</i></b>	Semi-intermediate	Semi-intermediate	Semi-intermediate
<b><i>Spanish</i></b>	Semi-intermediate	Basic	Basic

## ***COMPUTER SKILLS***

- Skilled with Microsoft Word, PowerPoint & Publisher
- Skilled with Microsoft CRM
- Basic knowledge of Microsoft Excel, Adobe Photoshop and Adobe Dreamweaver

## ***ADDITIONAL***

Semester of exchange at the Russian Academy of Economics I. M. Plekhanov , Moscow  
September 2007 – January 2008

Organisation of the Workshop Business in China at The Hague University of Applied Sciences  
May 2006: