

Stéphanie Marie Verbraeck Beozzo

- van de Werve de Schilde

Belgian and Brazilian, married, 32 years old

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EDUCATION

Business Management – *in French*

ICHEC – Entreprises (Belgium), September 2006 - September 2008

- End of course assignment: “Excess of loss credit insurance: management autonomy of the non-payment risk. Presentation of a credit insurance product.”

Economic, Social and Political Sciences (candidate for bachelor) – *in French*

Université Catholique de Louvain (Belgium), September 2002 - June 2005

International Hospitality Management – *in English*

Bournemouth University (United Kingdom), September 2000 – February 2001

Secondary school

Centro Educacional Nossa Senhora Auxiliadora (Brazil), 1992 – 1998 – *in Portuguese*

Genoveva Städtisches Gymnasium (Germany), 1997 – *in German*

WORK EXPERIENCES

Events collaborator - *in Portuguese, French, English and Spanish*

ProTéine Intérim (Belgium), January 2013 - present (temporary work)

- Collaboration on events of European institutions: communication, free interpretation and translation. Responsible for responding to requests for various services, for the location of facilities, for schedules and for proposed activities. Supporting the speakers before and during their presentations.

Polyvalent Administrative Assistant and Receptionist - *in Portuguese, French, English and Spanish*

European Foundation Centre (Belgium), March 2011 - November 2012

- Administratively supporting different departments (Management, Human Resources, Accounting, Events, etc.). Answering phone calls, planning events (rooms, staff, orders, specific requirements), controlling and managing the inventory, contact person for the various suppliers and services (landlord, technicians, cleaning companies, caterers, etc.). Reviewing contracts for Human Resources, managing correspondences and archives, free interpretation and translation. Analyzing, actualizing and developing procedures and presentations. Training and supervising administrative staff.

Credit Controller - *in Portuguese, French, English and Spanish*

Huntsman (Belgium), January 2010 - November 2010

- Analyzing, managing, controlling, supervising and defining “B2B” credit limits. Supporting the Financial departments located abroad. Responsible for the portfolio of customers in America (South, Central and North), England, France, Ireland, Portugal and Spain. Debt collection, checking invoices and commercial conditions, checking legal regulations related to commercial credits in various countries, following-up legal payment disputes with various internal departments and external contacts, etc. Follow-up of the credit management performance and reporting. Implementation of improved credit management and debt recovery plans.

Junior Underwriter and Administrative Policy Responsible, January 2009 - October 2009

Assistant Underwriter, September 2007 - December 2008

Polyvalent Administrative Assistant, March 2006 - August 2007

Trade Credit Re (Belgium) - *in Portuguese, Spanish, English, French, Dutch, German and Italian*

- Technical analysis of the underwriting risk in credit insurance and reinsurance. Evaluating and pricing customers’ activities (“B2B”), credit management procedures and debtors’ portfolio. Developing, comparing and translating policies, underwriting reports and statistics. Preparation and presentation of customers files to the Credit Committee.

- Responsible for the issuance, modification and cancellation of policies. Membre of the Credit Committee, Claims Committee and Coordination Committee.
- Supporting the following departments: Management, Accounting, Sales, Legal, Underwriting and Reinsurance. Training, supporting and supervising underwriting and administrative staff.
- Collection and entry of data into the system, improving procedures, direct contact with customers, dealers and suppliers, organizing agendas, meetings and travels, writing and tracking correspondence, etc.

Career evolution over the years at TCR: increasing responsibilities in the Underwriting department and decreasing administrative tasks.

Volunteer organizer at the "Global Village" - in Portuguese, French, English and Spanish

AISEC International (Belgium), April 2004

Volunteer at the "24h vélo" - in Portuguese, French, English and Spanish

CSE (Belgium), October 2003

Receptionist and telephonist - in Portuguese, French, English and Spanish

Hotel Silken Berlaymont (Belgium), August 2005 – November 2005

VIP Coordinator & Management Assistant - in Portuguese, French, English and Spanish

Radisson Hotel (Venezuela), March 2002 - May 2002

Chef-de-rang, December 2001 - February 2002

Demi chef-de-rang, July 2000 - June 2001

De Vere Royal Bath Hotel (United Kingdom) - in Portuguese, French, English and Spanish

LANGUAGE SKILLS

- Lived, studied and worked in several countries: Brazil, Canada, Germany, England, Spain, Belgium and Venezuela.
- All language courses have been concluded with excellence.
- Professionally, many translations and interpretations have been made in technical contexts in all of the languages mentioned below.

Portuguese **Mother tongue**

French **Second mother tongue**

Master's degree in French at UCL (Belgium), September 2002

English **Fluent**

Lived, studied and worked in England for almost 3 years, August 1999 – February 2002

"Cambridge First Certificate", 2000

University Entrance Certificate (UCAS), 1999

"Most Dedicated English Student" at Manitou Wabing – Arts & Sports Centre (Canada), 1996

Spanish **Fluent**

Lived and worked in Venezuela during 4 months, February 2002 – May 2002

Intensive Course at "Escuela Internacional - University of Alcala" Malaga (Spain), 2000

German **Comprehension level**

Lived and studied in Germany during an academic year at High School, 1997-1998

Intensive Language Course at Eurozentrum (Cologne), 1997

Dutch **Comprehension level**

Private Courses at Berlitz Language School in Brussels, March 2006 – May 2008

Regular contacts and professional experience

Italian **Comprehension level**

Regular contacts and professional experience