



JESSICA VAN HUMBEECK

FREELANCE CONTENT MARKETEEER /
TRANSLATOR / COPYWRITER

PERSONAL DATA

- Gijmelsesteenweg 5,
3200 AARSCHOT
- +32 499 54 15 54
- jessica.van.humbbeeck@telenet.be
- 13 July 1985, Mechelen
- Married
- 3 children

LANGUAGES

| | Spoken | Written | Understanding |
|---------|-----------|-----------|---------------|
| Dutch | Native | Native | Native |
| French | Very Well | Very Well | Very Well |
| English | Excellent | Excellent | Excellent |
| German | Good | Basic | Good |
| Spanish | Basic | Basic | Basic |

STUDIES AND TRAININGEN

Postgraduaat Digital Marketing

UNIVERSITY COLLEGES LEUVEN-LIMBURG
2019-2020

Bachelor Office Management option International Business Communication

KATHOLIEKE HOGESCHOOL MECHELEN
2003-2006

Secondary School: Economics - Modern Languages

VIRGO SAPIENS INSTITUUT LONDERZEEL
1997-2003

COMPUTERSKILLS

- Word
- Excel
- Powerpoint
- Access
- Outlook
- Publisher
- Trados

OTHER

ITIL v3 foundation certificate since January 2008



JESSICA VAN HUMBEECK

WORK EXPERIENCE & TRAINEESHIPS PART 1

Thee met een Verhaal

NOVEMBER 2014 - NOW

- Tea sommelier & entrepreneur
- Belgian Tea Brand, with 2 shops (Ostend/Aarschot)
- Most Promising Female Entrepreneur of Vlaams Brabant 2018
- Writer of the book But First, Tea & presenter of tea programme on Eclips TV

Freelance Translator/Communication specialist/Copywriter - Word Sommelier

2005 - NOW

- Language Trainer (Dutch/English) at BLCC (Belgium - 2009)
- Language Trainer (Dutch/English) at CLL (Belgium - 2009)
- Localization of several websites in Dutch for the Belgian market
- Promotional Translations for several websites
- SEO copywriting for several SEO companies in Belgium
- Translations and copywriting in the following fields: Technical, ICT, business, Cosmetics, Telecommunications, Tourism, Food...
- Intercultural consultant - informing of intercultural relations and optimize those relations
- Editor for several magazines and blogs
- Social Media consultant for Small Business

COSMIC NV

APRIL 2015 - JULI 2016

Export Manager
Social Media/Online Communication Manager

NOVA RELOCATION Group

JUNE 2013 - APRIL 2015

International Mobility Coordinator
Account Manager
Social Media Manager

- International mobility (outbound)
- Account management (with focus on client satisfaction)
- Social Media Marketings

AMMCO

LSALES ASSISTANT

AUGUST 2011 - NOVEMBER 2012

- Administrative, Management and Sales assistant tasks
- Translations (NL - FR / FR - NL and in English) of several sales documents.
- Revision of all communication documents.

More Entertainment

PRESS AND COMMUNICATION OFFICER

SEPTEMBER 2010 - JULY 2011

- Press and promotion activities for artists, concerts and brands
- Copywriting (Press releases, press files, ...)

Weight Watchers Benelux

COPYWRITER / TRANSLATOR

NOVEMBER 2009 - JUNE 2010

- Copywriting and co-ordination of weekly material, monthly Top Coaching and cook books
- General translations and copywriting for other departments
- Writing online articles (website) and for Weight Watchers magazine

Secretary Plus Outsourcing Solutions

CONSULTANT BUSINESS COMMUNICATION/ASSISTANT

MAY 2007 - JANUARY 2010

Synergics CVBA

PRESS AND COMMUNICATION OFFICER

MAY 2007 - JANUARY 2010

Service Level Manager
Communication specialist - Translator
HR



JESSICA VAN HUMBEECK

WORK EXPERIENCE & TRAINEESHIPS PART 2

Avnet Europe Comm.VA

MAY 2007 - JANUARY 2010

Legal Assistant
Regional Corporate Administrator

Districos Schriek - Interim

MARCH 2007 - MAY 2007

- Trainer-Interpreter (Dutch - French) in cosmetic skills (waxing, etc.)
- Translations (catalogue, brochures, manuals, etc.) NL - FR
FR - NL
ENG - NL/FR
- All-round admin

Ordiges Zaventem - Interim

NOVEMBER 2006 - MARCH 2007

Translations

NL - FR
FR - NL
NL/FR - ENG

International Economic Strategy

MULTILINGUAL SECRETARY

JUNE 2006 - NOVEMBER 2006:

- General secretarial tasks communication
- Copywriting texts and review
- Development Website HR-part

Collector Hertz European Service Centre

TRAINEESHIP DUBLIN, IRELAND

JANUARY 2006 - APRIL 2006