

PERSONAL
INFORMATION

Sabrina van Hal

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WORK EXPERIENCE

Februari 2020 - current

Freelance translator for several companies (Brazil)

Translations/Audio transcriptions/Proofreading/Subtitling:

- English to Dutch
- Portuguese to Dutch

Dutch and English online teacher

Creating financial reports and analysis for profit and non-profit companies

Several data-entry project

June 2016- December 2019

Financial Controller (Netherlands)

Responsible for:

- The bookkeeping, including general ledger, accounts payable, accounts receivable and payroll for 4 administrations.
- VAT and payroll tax declaration and payment for 4 administrations.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures for the whole organization.
- Ensure that all statutory requirements of the organization are met, including Income Tax, Goods and Services Tax, Employer Health Tax.
- Prepare all supporting information and reports for the external auditors and accountants as necessary.
- Review quarterly results and implement quarterly variance reporting.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Manage the payroll administration to ensure that employees (>100) are paid in a timely and accurate manner.

July 2012-March 2016

Manager Language School (Brazil)

Responsible for:

- I reported to the principal of the school and was responsible for the planning, implementation and ongoing adaptation of the English program as required and checked by HQ.
- Accounts Receivable, I had to make sure that open invoices were paid in time and take actions in case they were not.
- Implement the structure and policy of the language school franchise.
- Ensure that teachers are clear about the teaching objectives in lessons, provide guidance and training about the teaching methods.

- Establish clear policies for assessing, recording, and reporting on student achievement, and use these to set targets for further improvement.
- Organizing events on special days, such as mothers/fathers-day, Christmas, and Easter.

February 2011-June 2012

Operational Manager Facility Services

Responsible for:

- the operational planning and management of approximately 50 cleaners.
- Control an area with multiple objects where facility services are supplied.
- Generating additional sales, with both existing and new clients.
- Managing and monitoring budgets regarding the use of hours, resources and materials.
- Managing cooperating foreman and cleaners.
- Annual appraisals with cleaners.
- First contact for clients.
- Perform quality checks and report them.
- Conducting progress meetings with clients.

Education

01/02/2016-01/04/2017

Associate degree of Business Administration

EKK niveau 5

01/07/2012-01/08/2012

TEFL/TOEFL certificate

01/08/2004-03/06/2008

Hospitality Management

EKK niveau 4

Personal Skills

Native Language

Dutch

Other Languages

English

Brazilian Portuguese

Understanding		Speaking		Writing
Listening	Reading	interaction	production	
C2	C2	C2	C2	C2
TEFL- Teaching English as a Foreign Language Advanced user				
C2	C2	C2	C2	C2
Celpe-BRAS Advanced user				

Niveaus: A1 en A2: Basic - B1 en B2: independent - C1 en C2: advanced
European reference for languages