

Curriculum Vitae

Personal:

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Description:

I am energetic, lively and eager to learn. Always looking for new challenges and opportunities to use and transfer my knowledge. I'm an organizer par excellence and do not think in problems but in solutions. I am positive and work well in a team but also on my own. I definitely do not have a 9 to 5 mentality and love to work hard.

Purpose:

After having been an entrepreneur for nearly 30 years I am now looking for a new challenge in somebody else's business. I started my own company so I could combine work and family life but the kids have left the house and I want so too. I am looking for an environment in which I can be inspired and inspire, in which I can flourish by making sure somebody else succeeds, in which we together create an even more fun and better world.

Professional Experience:

January 2018-: LievenseCSO Milieu BV: Phone operator, receptionist

June 2017-July 2017: Van Hellemond Sport: interim coordinator reception desk (trouble shooting, planning & coordination, coaching, organization of the reception area and its employees)

January 2012-May 2017: Owner at Expat Support in Amsterdam; Working as a trouble shooter for customers, coach, counselor, all online marketing and sales activities (incl. website and Social Media), writing articles and books, plans, management, HR, administration, accounting.

2005- present: Start Designwell (designing, building and maintaining websites).

January 1992-December 2011: Start Writewell; Working as a translator, interviewer, writer, office manager, planner, project manager, HR, administrator and accountant.

1981-1992: Office manager, administrative & secretarial jobs at different employers

Education:

1993-1994: Translator DU/ENG-ENG/DU
1985-1988: Law foundation course
1983-1985: VWO (pre-university secondary education)
1973-1978: HAVO (higher general secondary education)

Courses:

2013-2014: Various trainings for entrepreneurs, Life Skills University & Business University with Open Circles
2001: Training and courses related to designing, making and maintaining websites
1998-2002: Coaching trainings for volunteer work
1989-1991: Red Cross courses (FIRST AID, CPR, disaster team etc.)

Activities and volunteer work:

2014-2017: Member of the Board, responsible for Media for the Former Students of The Amsterdam Lyceum
2012-now: On and offline presence and answering questions by email from the Expat community
2006-2009: Organize activities for Crossroads Church
2006-2009: Setting up a charity foundation for slum children in Brazil
1998-2006: Website Committee and management, regional coordinator, coaching volunteers and support groups, coaching peer groups, editor of the magazine of the Association of Parents of Incubator Children (VOC)
1989-1992: Volunteer at the Red Cross at events and festivals
1988-1992: Member of the Board of a primary school
1985-1987: Setting up a subsidy-free day care center, Member of the Board of Directors

Languages:

Dutch: Mother tongue
English: Fluency in speaking, writing and reading
German: A2
Danish: A1
French: A1
Spanish: A1

Hard Skills:

Microsoft Office; online software (WordPress, HTML, Photoshop, Scrivener); social media (Hootsuite, MailChimp, Facebook, LinkedIn, Twitter, Instagram), accounting (Exact, Afas); copywriting; editing; translating.

Soft Skills:

Analytical; Communicative; Flexible; Initiative; Creative; Dynamic, Organizer; Positive attitude; Problem solving, Hands-on mentality.

Interests & hobbies:

Reading, studying, traveling, socializing, marathon running, sport, mental and physical health