

Technical background: Delphine MYLLECAN, Project Assistant

Degree Master in Political Science (International Relations), U.C.L. (Belgium) 2007

Degree in Law, F.U.S.L. (Belgium) 1994

Thesis "Khomeyni, Ayatollah – political strategy"

I.P.S. references (Major Projects)

<i>Year</i>	<i>Customer</i>	<i>Project</i>	<i>Country</i>	<i>Description</i>
2007-2009	GSK	WN129-WN0724 Administrative building	Belgium	Follow up of documentation, budget, communication among the whole project team
2007-2008	GSK	WN0606-0616 Administrative building	Belgium	Project Assistance Assistant Security Manager

Professional experience

<i>Year</i>	<i>Company : Project</i>	<i>Position / Occupation</i>
2007-...	IPS Belgium sa	Project Assistant
2001-2007	Econocom Products & Services sa	Cash Collector/Credit Control Responsible for the follow-up of customers' payments & balance, releasing orders, checking finance results on D&B, handling disputes, providing customers' help, creating new customers in database, link between customers, agents & their assistants
2000-2001	Europa Cuisson sa	Commercial Assistant SPOC - Responsible for logistics, order & invoice processing, credit control, link between customers & quality control department
1999	Logitoys (Maxitoys)	Assistant to the Board With mainly legal aspects

Languages French, English, Dutch, (Italian)

Based in Belgium

Computer skills MS Office, Lotus Notes, Vector works, AS400 (Movex), SAP, Agora (asbuilt2004)

Internal Trainings

Year ***General competences***

2007	Overall time schedule
2007 - 2009	Detailed time schedule
2007	Contracting
2008	Advanced Excel
2008	VCA (executive)
2008	Budget & Cost Control
2008	Shut down coordination
2009	Quality management
2009	Public Tenders
2007-2009	MS Project

Architecture

2007	Safety & safety coordination
2008	Fire protection in buildings
2009	Vector works