

**I.P.S. s.a. Technical background: OLIVIER DUEZ, Project assistant**

Degree: Administrative sciences, Institut Cooremans, 1998

Thesis: F.G.T.B. : organization and running

I.P.S. references (Mayor Projects):

<i>Year</i>	<i>Customer</i>	<i>Project</i>	<i>Description</i>
2007 - 2009	GSK	St-Amand Greenfield project: New vaccines Production facility	GSK documents controller for the project: 1) Agora online documentation storage: management of the users, trainings, helpdesk, upload of contractual documents,... 2) Organization and follow-up of handover documentation transfer to the final user 3) Occasional support to the Cost Control team
2006	GSK	WN128 : building for Quality Control of GSK vaccines	Creation of purchase requests, invoicing follow-up. Secretarial tasks.
2006	GSK	WN0606: adjustable offices for administrative staff	Creation of purchase requests. Document input on Agora. Secretarial tasks.
2006	GSK	WN129: building for administrative offices (WN128 extension)	Creation of purchase requests. Document input on Agora. Secretarial tasks.

Professional experience:

<i>Year</i>	<i>Company : Project</i>	<i>Position / Occupation</i>
2006	Industrial Projects Services	Project assistant
2004-2006	European Laminating Company	Administrative assistant Purchasing dpt.
2003	Unifine Dohler	Planning assistant

Languages: French, English, Dutch

Based in: Belgium

Computer skills: Windows, internet, Word, Excel, Powerpoint, Access, SAP  
*Software packages*