

I.P.S. s.a. Technical background: SYLVIE COULON, Project Assistant

Degree Translation Degree, Ecole d'Interprètes Internationaux in Mons (B), 2004

I.P.S. references (Major Projects)

<i>Year</i>	<i>Customer</i>	<i>Project</i>	<i>Country</i>	<i>Description</i>
2007 -	GSK	St.-Amand-les-Eaux	France	Cost control (orders, invoices) Budget Control Project Administration

Professional experience

<i>Year</i>	<i>Company : Project</i>	<i>Position / Occupation</i>
2007 - ...	IPS Belgium SA	Project Assistant
2006 – 2007	IMPEX Northern Europe s.a., Saintes (B) – specialized in car & bike accessories	Sales Assistant
2004 – 2006	Siemens Voest-Alpine, Carinox Project in Châtelet (B) – stainless steel plant	Team Assistant / Office manager

Languages French, German, English, Dutch

Based in Belgium, France

Computer skills MS Office, SAP, SRM, AS400, VectorWorks (basis)