

I.P.S. sa. Technical background: TINEKE LUYCKFASSEEL - HR & Finance

Degree: Graduate Facility Management

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

| Year | Customer | Project | Description |
|-------------|----------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2006 - 2008 | GlaxoSmithKline Bio | WN 128 QC | Project administration Cost control and financial reporting |
| 2006 | Corus Packaging Plus | | Recruitment Technical Manager |
| 2003 - 2006 | Arcelor | Carinox steel plant | Setting up Project Administration system Cost control and financial reporting Safety administration Quality management |
| 2003 | Sidmar | Revamp Blast Furnace | Project administration for Safety department |
| 2003 | Hamon | Cooling units | Project administration |
| 2002 - 2003 | I.P.S. | Internal and external company administration | Assistant of CEO; Administrative project coordination; Accountancy; Quality assurance; Internal company communication; Layout, planning. |

Professional experience:

| Year | Company : Project | Position / Occupation |
|--------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2008 - 2002 - 2007 | IPS Belgium sa | HR & Finance Project Assistant Administrative assistant , responsible for internal administration - General administrative work - Preparation public tenders, processing orders and invoices - Setting up project administration system (for external projects) |
| 1999 - 2002 | JOHNSON CONTROLS INTEGRATED FACILITY MANAGEMENT, Diegem | Service Co-ordinator , responsible for Facility Management at site IBM Bornem |

Languages: English, French, Dutch, German

Based in: Belgium

Computer skills: