

# SOPHIE DIERICKX

• freelance project coordinator •



## ABOUT ME

Do you have a **project with a mission originated from a heart's desire to make the world a better place?** A project around **sustainability, nature's wellbeing and/or social impact?**

Are you looking for someone with strong coordination, administrative, and/or financial skills with the necessary dose of sensitivity to help support and realise your project?

I am a freelancer **with extensive experience in project coordination, financial and administrative support** and I like to use these skills together with focus and drive for endeavors that soulfully want to be brought into this world.

My heart warms to organisations/projects working on **nature's well-being, organic food, alternative living, conscious consumption, alternative economy and personal development**. I feel fulfilled and energised to use my talents and be of service for something I believe in myself.

I am at my best in project-based assignments. The **duration** is preferably **min. 3 months** and may also last **several years**. I am available for projects from **5 hours a week up to 10 hours a week**. I work **mainly online** as I reside both in Belgium and abroad. I usually take a couple of weeks off during winter time and six weeks off during summer time. And it is worth mentioning that I would be happy to deviate from the above framework for those projects I feel an exceptionally deep connection with and commitment to.

## SKILLS

Strongly connected with my rational side as well as my emotional side

Quick at creating an overview and insight into what needs to be done

Bridge between technical IT language and understandable language

Good with numbers, financial statements and budgets

Empathic listening and connecting communication

Accurate, efficient and solution-oriented

Creating structure, clarity and focus

Educational skills

Calm presence

Quick learner

## EDUCATION

2007 - 2011 • University of Antwerpen  
Master social-economical sciences

2001 - 2005 • Educational Faculty Amsterdam  
Mathematic teacher training

## EXPERIENCE

### **From Freelancer**

**2018** Various assignments

- project officer "Nutcrackers" - social economy sector
- project coordinator Big Jump event for clean water - environmental sector
- accounting support CSA farm - environmental sector
- project officer biodiversity campaigns - environmental sector
- project coordinator of mobile phone recycling at schools - environmental sector
- project officer IT project software upgrade from AX to D365 - social economy sector

### **2013 - Co-founder & Project Coordinator - Ichangu Street Dogs NPO (Nepal)**

**2018** Fundraising, coordinating the project, communicating with local partners, budget, managing staff and volunteers with attention to project needs and personal preferences, communicating on social media, updating supporters through annual reports

### **2015 - Office Coordinator - Dental Office Icarus & Icarus Academy (Antwerp)**

**2017** Bridge between manager and dental assistants, creating timetable for assistants in accordance with the preferences of the dentists and assistants, organising courses for the Academy, payroll, designing personnel policy with manager, recruiting assistants, making invoices, contacting accounting, budget

### **2013 - Tutor Mathematics - Het Bijlesbureau (Antwerp)**

**2015** Tutoring Mathematics to high school and higher education students

### **2012 - Coordinator - Kathmandu Animal Treatment Centre (Kathmandu Nepal)**

**2013** Coordinating volunteers, writing internal policy notes (volunteer policy note, adoption policy note), advising manager on human resources issues, preparing shift schedule with consideration for efficiency, personal needs and cultural habits, temporarily filling in for the communications and education manager

### **2012 Project Officer- Stad Antwerpen**

Project raising awareness among students to sort waste

### **2011 - Seniorenconsulente - Stad Antwerpen**

**2012** Providing support for elderly people's participation in policies

### **2008 - Co-founder and vice-president - Socio Economica student union (Antwerp)**

**2010** Working with the chairman to set direction and lead the group, checking in with teammates on what is going on, overview of what needs to be done and who is responsible

### **2005 - Employee complaints team - Nuon (Alkmaar)**

**2007** Handling complaint letters, strong in creating clear account statements for customers, project "develop tool account statement": "translator" between developer and employees to improve account statement + training employees