



FABIE THIELMAN

DOER AT PINKDO

ABOUT ME

I am an energetic and enthusiastic professional who can work effectively both independently and as part of a team. Additionally, I am open to feedback and enjoy supporting and advising others. Moreover, I have an excellent eye for detail. As a (virtual) assistant, I am the right person to support you with your administrative needs.

LANGUAGES

Dutch
English
Papiamentu
Spanish



EXPERIENCE

PinkDo - Doer at PinkDo **Jan 2021 - current**

- Business setup support and guidance
- (Virtual) Back-office services

Star Management & Financial Consultants **Assistant Bookkeeper (Freelance)** **Oct 2020 - current**

Checking and booking receipts, bank statements, and processing invoices

Commence Consult B.V. - Assistant **Oct 2020 - current (Freelance)**

Administrative tasks such as:

- Proofreading and translation
- Content research

EDUCATION

University of Curaçao Dr. Moises Da Costa Gomez
2009 - 2014

Diploma Bachelor of Applied Science in Business Administration with a major in Marketing & Entrepreneurship

SKILLS

Reliable and responsible
Take initiative and is eager to learn
Organized and analytical

CONTACT



(+31) 6 53 42 38 72
assist@pinkdo.nl
www.pinkdo.nl

For my extended resumé please go to LinkedIn