

Curriculum Vitae

Van Stappen Kim

Contact and personal information

Address:

Brusselsesteenweg 254
1980 Eppegem

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E-mail:

kim.vanstappen@gmail.com

Nationality: Belgian

Date of birth: July 6th 1992

Mother tongue: Dutch

Work experience

- **Employee mortgage credits - BNP Paribas Fortis**
May 2016 – May 2017
 - Collecting and verifying of all documents necessary for treatment of mortgage requests
 - Managing portfolio of approximately 200 mortgage requests (new and renewals)
 - Ensuring timely completion of all dossiers up to and including money transfers
- **Employee – Aldi NV**
5 weeks in summer 2015
 - Inputting purchase orders
 - Filing
 - Answering complaints of clients
- **Warehouse Manager – Plukvogel NV**
Every summer from 2008 – 2014
 - Creating and maintaining good organization in the warehouse
 - Creating and maintaining good relationships between the team members
 - Packing, unpacking and delivering goods
 - Inputting of the individual invoices
- **Internship - Camelot Property Management**
12 weeks 2014
 - Searching properties and choosing suitable rooms for the guardians
 - Collecting data
 - Uploading information on CPM
 - Summarizing the income and expenditure per building and offering and carrying out solutions in case of loss
 - Vetting of employees

Education

- Real estate agency – AP Academy, department Technology in Mechelen (2011-2014, bachelor obtained cum laude)
- Bachelor in building – Odisee Academy, department Technology in Aalst (2014-2015, first year completed to gain more knowledge about the structure of a building)

Additional education

- Digital photography (with practical experience) – Syntra Antwerp and Flemish-Brabant
- Interior architecture – AP Academy, department design science at Antwerp (2010-2011, first year only)

Competences

Languages:

Dutch (mother tongue)



English



French



Computer:

Microsoft Word



Powerpoint



Excel



Sketch-up



Photoshop



Autocad (2D)



Vectorworks (2D)



Personal:

Pro-active



Responsible



Customer directed



Organizing



Additional information

- Thesis about the 'buy to let'-system and whether or not it is profit-yielding
- Participated in the international project during the second year of bachelor in real estate
- Member of the student council during the bachelor in building

References

- BNP Paribas Fortis:
 - Jan Verbelen – Teamlead
jan.verbelen@bnpparibasfortis.com
 - Anneleen Verduyckt – Supervisor of all mortgage departments
anneleen.verduyckt@bnpparibasfortis.com
- Camelot Property Management:
 - Sarah Hiemstra – HR
s.hiemstra@cameloteurope.com
 - Mark Morrison – Teamlead and mentor
mark.morrison@triflex.co.uk
 - Sarah Edwards – Guardian Manager
smedwards@rydon.co.uk

Review from LinkedIn:

"Kim is a great resource and craves tasks and challenges. During her intern-ship in the UK I found her input and enthusiasm second to none. Kim's problem solving and ability to think outside the box make her a valuable asset to any team." – Mark Morrison