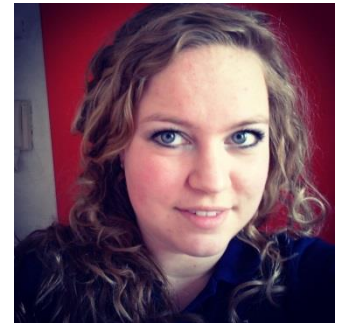


CV Mignon Otterloo

Personalia

Name: Mignon Otterloo
Date of birth: October 5th 1990
Sex: Female
Nationality: Dutch
Place of birth: Groningen
Adress: Bocht Oosterdiep 49c
Postal code: 9641 JJ Veendam
Phone number: 0598-613250
Mobile: 06-36190555
E-mailadress: mignon_otterloo@hotmail.com
Drivers license: B (normal car)



Education

2008-now Hanze University Groningen, Sportmanagement. Fourth year. Succeeded a Minor Sport & Tourism. Graduating now on volunteer management.
2002-2008 Highschool Ubbo Emmius at Veendam and Stadskanaal. HAVO, profile Nature and health combined with Management & Organisation. Graduated in 2008.

Work experience

Jan. 2014 – now Teach English
I give kids from 12 till 15 extra classes for a better understanding of the English language.

Sept. 2012 – now Office assistant Doelpunt Media at Wildervank
Doing administrative jobs.

Jan 2010 – now Waitress and bartender at restaurant “Pizzeria Ristorante Mamma Mia” at Veendam
Also responsible for making work schedules for staff.

Oct. 2013 – now Salesmanager at Golfcenter “de Semslanden”
Adviseren van- en verkopen aan klanten over schoenen, kleding en accessoires. Inplannen van lessen.

March 2013 – Oct. 2013 Office manager at Golfcourse de Semslanden
Working at the secretary. Also responsible for reorganizing the members administration.

- April 2011 – Feb. 2012 Trainee/Administrative worker at SportClub Veendam in Veendam.
Started as a student at the commercial department. After the internship they offered me a job as commercial/sales employee. Responsible for contracts with sponsors as well the administration of that.
- Oct 2012 – Feb 2013 Trainee bij Golfclub De Compagnie in Veendam
Redo of the “Assistant to the Manager” internship.
Coordination of meetings and conferences. Also responsible for daily work, like e-mail, phone and showing visitors of the golf course around.
- Sept 2009 – Juni 2010 Trainee at GasTerra Flames.
Developed a project to show the social function of a professional basketball club in society.
- Juni 2009 - Jan 2010 Waitress at Chinese restaurant ‘Golden City’ at Veendam.
- Sept. 2008 - Juni 2009 Waitress at restaurant ‘Macedonië’ at Groningen.
- Aug. 2007 - Sept. 2008 Employee at butcher store “Keurslagerij Westerman” in Veendam.
Prepare meat for sale and help customers.

Diverse

Own a car.

Other skills

- Knows how to work with Powerpoint, Excel en Word
- Good knowledge about the English language.

Hobby's

- Music
- Reading
- Sports!