

CONTACT

WEBSITE

flowpr.co.uk

LINKEDIN

linkedin.com/in/johughes

XING

xing.com/profile/jo_hughes

POWERTOFLY

powertofly.com/talents/joh

SKILLS

LANGUAGES

Dutch (mother tongue)

English (native level)

German (basic level)

SOFTWARE/IT

Microsoft Windows

MacOS

Microsoft Office

WordPress

HTML

Smartsheet

Xero

Salesforce

OTHER

Administrative Support

Professional Writing

Document Production

Transcription

Translation

CLEARANCES

Settled Status (Indefinite

Leave to Remain in the UK)

DBS Clearance (Enhanced,

May 2020)

Jo Hughes

Business Support, Transcription & Translation

EXPERIENCE

Flow Productions | YVA: Your Virtual Assistance

Translator & Virtual Assistant

London, United Kingdom; February 2008 – Present

- ✓ PA/admin/secretarial services & office management (on-site and remote)
- ✓ Social media support (creation and management of social media accounts and WordPress websites; train people to use social media)
- ✓ Professional writing (product descriptions, personal letters, company procedures, staff manuals, etc.)
- ✓ Document production (for electronic use as well as hardcopy mailings and book(let)s etc.)
- ✓ Translation (Dutch to English and English to Dutch) and proofreading
- ✓ Transcription (Dutch and English; audio and video recordings)
- ✓ etc.

International Flavors & Fragrances (IFF) (Nourish division)

Independent Contractor

London, United Kingdom; January 2021 – August 2021

Creation of reports, (digital) training materials & other documentation for business/integration purposes in IFF's Nourish division; coordinating scrum calls and virtual scrum boards; any other project and team support as needed.

CNA Hardy (Lloyd's Syndicate 382)

Product Development Assistant

London, United Kingdom; February 2019 – October 2019

Multilingual document control/creation/editing; Exari™ migration/integration.

Wolters Kluwer Health Learning, Research & Practice

Product Support Specialist

London, United Kingdom; April 2016 – August 2016

Providing technical product support to customers on digital products (online medical databases/platforms such as Ovid.com, LWW.com, and OnDemand.org), developing customisations to user (group) interfaces when requested, creating/editing landing pages for institutions, collating usage statistics, etc.

Electronic Data Systems (EDS) (later HP Enterprise Service, nowadays DXC)

Executive Assistant & Admin Assistant

London, United Kingdom; November 2005 – February 2008

PA to the successive Business Managers of Applications Services, Field Operations, EMEA (ASFO EMEA) and their Business Management Office (BMO).

Various Organisations

Various Roles

The Netherlands & United Kingdom; January 1989 – Present

Mostly temporary contracts; roles including but not limited to tour guide, retail assistant, customer service representative, clerk/teller, cleaner, administrator, secretary, transcriptionist, document production specialist, marketing assistant, consultant, legal assistant, project manager, personal assistant, executive assistant, and office manager.

EDUCATION

Christelijke Hogeschool Noord-Nederland (CHN) (nowadays
NHL Stenden University of Applied Sciences)

Higher Business Education, Leisure Management

Leeuwarden, the Netherlands; August 1994 – May 1996

Propaedeutical certificate equivalent to Associate Degree (US) or Foundation Degree (UK).
(Dutch: HBO Vrijtijdskunde)

DASGA Comprehensive School for Adults (nowadays ROC Midden-Nederland)

Vocational Certificates, Intermediate Business Education

Amersfoort, the Netherlands; August 1993 – May 1994

(Dutch: Deelcertificaten versneld (éénjarig) MEAO)

Schothorst/Thorbecke College (later Vallei College, nowadays 't Atrium)

General Secondary Education

Amersfoort, the Netherlands; August 1989 – May 1993

(Dutch: HAVO)