



# FABIE THIELMAN

DOER AT PINKDO

## ABOUT ME

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

## LANGUAGES

Dutch	●●●●●●●●
English	●●●●●●●●
Papiamentu	●●●●●●●●
Spanish	●●●●●●●●

## CONTACT

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



## EXPERIENCE

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

- Proofreading in Papiamentu and English
- E-mail handling & Content Research
- 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

*For my extended resumé please go to LinkedIn*