

GISELA VAN BULCK

Broad operations and administrative management role
in small creative or tech structure
with demanding international niche public



TRANSVERSAL SKILLS
AUTONOMOUS
INNOVATIVE
ORGANIZER
DRIVE FOR EXCELLENCE
CONFIDENTIALITY
ALL LAYERS SOCIABLE
TRUST BUILDER

LANGUAGES

French
English
Italian
Dutch
(German)

ID

- o Belgian national
- o Swiss Residence C permit since 1990

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1004 Lausanne
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www.giselavanbulck.com

DIGITAL LITERACY

BUSINESS SOFTWARE

Bexio, Salesforce, ICC Office (Building), Paymash, Asana, SAP Concur, Cresus, Winbiz a.o.

→ CRM, sales process, accounting, time management, expense, e-banking, project management, POS

MARKETING, EVENT, TICKETING PLATFORMS

Mailchimp, Eventbrite, Ticketcorner, Instagram, website

→ newsletters, promotion, event registration, on-line fundraiser, info on humanitarian projects

GOOGLE WORKSPACE / MICROSOFT 365 + TEAMS

→ work simultaneously and share sheets, docs and calendar in real time with director and marketing team, create filing systems and workflow checklists

COMMUNICATION & WRITING SKILLS

MARKETING WRITING

press releases, programs, website content, social media

posts, policy writing, develop brand ID vocabulary, adapt target specific vocabulary

MARKETING TRANSLATION

taglines with wordplay and puns, ads and commercials, packaging, catalogs, handouts, newsletters

PARALEGAL

draft contracts, guidelines, speeches, authorities' info campaigns for public (CH and Belgium), books

GISELA VAN BULCK

WORK HISTORY

FINANCE & ADMINISTRATION MANAGER

Rougemont Interiors GmbH, Gstaad 2021–2022

PUBLIC RELATIONS & PRESS OFFICER / EA

Le Rosey Foundation, Rolle & Gstaad 2019–2021

ADMINISTRATIVE MANAGER & WRITER- TRANSLATOR

Self-employed since 2006

BRANCH MANAGER EUROPE

KLT Associates, Inc. (USA), Lausanne 1996–2008

CORPORATE ADMINISTRATOR & LEGAL ASSISTANT

Magnin & Dunand, Geneva 1988–1998

MASTER DEGREE

MASTER OF ARTS IN TRANSLATION

Minor in Business Administration

University KULouvain, Belgium

CONTINUING EDUCATION

- Retail Business, Merchandising and E-commerce
- Fundamentals on REDD+, UN-REDD+ Academy
- Administrative Manager Certificate - IAM Londres
- Mémoires de traduction Trados, UNIGenève – ETI
- Internet Search Techniques, ZHAWinterthur IUED