

PERSONAL INFORMATION

Marly Lutters

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PROFILE

I am an energetic and outgoing person with an entrepreneurial spirit. I have travelled the world and lived in South America for 5 years, building up a very large international network. I easily relate to people and quickly adapt to new or unknown environments. I have a positive attitude and enjoy working in a team. Challenges and task diversity keep me motivated in a job.

WORK EXPERIENCE

Self-employed

MGM Language & Leisure – Marketing, Communication & Translation | Tourism

As a language reference to my international network, I employ my organisation and communication skills to help companies and individuals around the world with the management of different projects.

Jan. 2014 – present
April – Dec. 2013
2009 – March 2013

Location

North America: New Orleans, LA, United States

Europe: Deurne, the Netherlands

South America: Buenos Aires, Argentina

COMMUNICATION

Projects

July 2013 - July 2014: Creation of Marketing Communications for Movico BV, the Netherlands

2009 - 2010: Marketing and PR for restaurant and bar Dudui, Buenos Aires.

2004 - present: Teaching English, Spanish, or German to entrepreneurs, professionals and students

TRANSLATION

Multilingual translation of all types of corporate and academic documents.

Clients: Bavaria NV, MAK Europe, Make-A-Wish, Xelion BV, Eindhoven365 and many more.

TOURISM

Feb. 2013: Guide for English tourists celebrating “Carnaval de Rua” in Recife & Olinda, Brazil.

Jan. 2013: Guide for Dutch tourists on a VIP Tour to “The Dakar Rally” in the Atacama Desert, Chile.

2011: Supervisor at Hostel República San Telmo, popular tourist neighbourhood in Buenos Aires.

2010-2013: Buenos Aires Tour Guide for tourists from all around the world visiting the city.

Tasks as a guide: airport reception, hotel and restaurant reservations, guiding excursions etc.

Tasks as a supervisor: Management of PR, bookings, reception and cleaning staff.

May 2011 – March 2013

Corporate Marketing Communication Specialist

Tango/04 Computing Group, Buenos Aires Office (Argentina)

Tango/04 is a worldwide brand in monitoring software solutions, headquartered in Barcelona, Spain.

As Corporate Marketing Communication Specialist, I was responsible for improving the whole Marketing cycle. By centralising and managing all communications, I was able to standardise the process, improve quality and increase efficiency for the following channels: Social Media, Marketing Communication Campaigns, Corporate Website and Lead Management.

Final responsibility for all corporate communication led me to develop the necessary skills to manage tight deadlines, budgets, and communication with international clients, prospects or business partners. By hiring me, Tango/04 saved out of pocket costs for marketing communication agencies.

December 2010 – April 2011

Multilingual Tour Guide

Furlong Incoming, Buenos Aires (Argentina)

Travel agency for incoming tourists from all over the world. Cooperation with European tour operator Thomas Cook for the reception of tourists coming from the Netherlands, Belgium and France.

Furlong hired me as a tour guide due to my extensive knowledge on Argentina and my multilingual abilities. I was responsible for all tasks related to the organisation and coordination of 15-day tours through Argentina and Brazil - including Buenos Aires, Salta, Iguazu Falls, Valdes Peninsula and the Perito Moreno Glacier.

Hiring me saved Furlong money otherwise needed to hire multiple guides and translators.

March 2010 – November 2010

Marketing Associate

IT Convergence, Buenos Aires (Argentina)

Premier global Oracle software and consulting services provider.

Main contact person for European Markets / Clients.

Performing different analyses to explore new market opportunities for selling Oracle licenses. Other tasks included business intelligence research and assisting with marketing activities such as workshop promotion, webinars, and email marketing campaigns.

March 2008 – September 2008

Intern Product Management Investments

ABN AMRO Bank, Amsterdam (Netherlands)

Internship: Full-time job at Product Management Investment Products.

Graduation: Writing Master Thesis on “The Service Performance Gap in the investment service process”. As a result of the thesis, the bank started surveys giving employees a voice and thus an opportunity to improve the bank’s investment service.

EDUCATION AND TRAINING

September 2007 – September 2008

Master of Science in Marketing Management

EQF level 8

Tilburg University, Tilburg (Netherlands)

- * International Marketing
- * Marketing Information Management
- * Marketing Communication Management
- * Brand Management
- * Experimental Research

March 2007 – June 2008

Chairman SIFE Tilburg

Students In Free Enterprise, Tilburg (Worldwide)

Chairman of the Board. Setting up international projects to stimulate entrepreneurship, managing the agenda and supporting the teams. Main contact person for companies and universities.

Students In Free Enterprise (SIFE); now called Enactus. Participating students form teams on their university campuses and apply business concepts to develop outreach projects that improve the quality of life and standard of living for people in need.

August 2006 – February 2007

Bachelor of Science (University Exchange)

EQF level 7

Universidad Torcuato di Tella, Buenos Aires (Argentina)

- * International Economic History
- * Professional Communication in Spanish
- * History of Latin America in the Colonial Period
- * International Relations

September 2004 – June 2007

Bachelor of Science in International Business

EQF level 7

Tilburg University, Tilburg (Netherlands)

- * International Business
- * Marketing
- * International Management
- * Financial Accounting
- * Mathematics
- * Statistics

PERSONAL SKILLS

Language skills & competences

Mother tongue(s) Other language(s)	Dutch				
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	C2	C2	C2	C2	C2
German	C1	C2	C1	C1	B2
Portuguese	B2	C2	B2	B2	C1
French	B1	C1	B1	B2	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Social skills & competences

Strong communication skills – acquired from living and working in multicultural environments & travelling the world (Asia, Australia, Europe and North, Central & South America).
Motivation skills – positive attitude and enthusiasm to motivate and inspire people
Explanatory skills – acquired from teaching English, Spanish, German and Mathematics/Statistics
Team work – recognise and use people's insights and strengths to achieve the best collective results
Flexibility – exceptional ability to adapt to different environments, languages and cultures

Organisational skills

Project Management – managing projects from planning to execution, respecting tight deadlines
Delegation and control – dividing tasks among team members and controlling external parties
Problem solving – ability to deal with unexpected situations through tourism & entrepreneurship
Customer focus – never lose sight of project goals and the customer's wishes therein

Writing and editing skills

Exceptional eye for detail, orthography and (foreign) writing styles – acquired through hundreds of corporate communication and translation projects.

Computer skills

Microsoft Office (Word, Excel and PowerPoint).
 Familiar with Blogging, HTML code and related programs (Wordpress, Dreamweaver).
 Basic knowledge of graphic design and video applications (Adobe Illustrator, Corel, Camtasia).

Hobbies & interests

Languages - Writing, editing & teaching. Conversation & sharing culture.
Travelling - Europe, Asia, Australia, New Zealand, USA, Central and South America
Reading - Novels, preferably in their original language.
Sports - (Field) Hockey, Tennis, Dancing (Tango, Salsa, Zumba) and Swimming