



## ROBBEETS Maxime

- Belgian
- Rue du Moulin 30C
- 5670 Mazee (BE)
- +33.6.17.87.85.82
- contact@maximerobbeets.com

### About me

Recently graduated in human resources management, I am currently looking for a job in this field.

My studies, focused on Belgian law, I intend to follow a training, in parallel with my new job, in the field of Swiss labor legislation if not provided and/or required by my position.

As head of a department of 15 people, I was able to acquire a particular set of skills, which I hope, will easily find their place in an HR department.

### Mastered softwares

- MS Office
- Maxxton
- Eseason
- Trello
- Slack

### Interests

- Photography
- Languages
- Guitar
- Travel
- Art
- Ski
- IT



## Professional experience

**Siblu Les Viviers \*\*\*\***  
*Lège-Cap-Ferret, FR*  
03/2022 – 12/2022

#### Front Office Manager

Team management, recruitment & selection, task distribution and control, plannings and work hours management, meeting organization and animation, litigation management

**ASBL Empreintes**  
*Namur, BE*  
11/2021 – 03/2022

#### Database Consultant

MS Access database redevelopment, MS Excel data treatment and formatting, Python web scraping of e-mail addresses

**Siblu Les Viviers \*\*\*\***  
*Lège-Cap-Ferret, FR*  
06/2021 – 09/2021

#### Assistant Front Office Manager

Customer reception, management and follow-up of complaints, work tools development, booking management, training of new employees

**ASBL HDM Network**  
*Charleroi, BE*  
01/2021 – 05/2021

#### HR Recruitment & Project Team Leader (trainee)

Onboarding, project management, organizing and conducting meetings, distribution and follow-up of tasks and recruitment processes, recruitment interviews, candidates sourcing

**ASBL La Douceur Mosane**  
*Namur, BE*  
09/2020 – 12/2020

#### HR Consultant

Update, simplification, and redesign of the employment regulations in accordance with the legislation in force

**La Petite Merveille**  
*Durbuy, BE*  
09/2020 – 12/2021

#### HR Consultant

Creation of a staff evaluation grid, job descriptions update, creation of a recruitment video, risk analysis

**ZP Hermeton et Heure**  
*Philippeville, BE*  
01/2020 – 04/2020

#### HR Assistant (trainee)

Study of the absenteeism within the police area, diagnosis and solution proposal regarding the studied absenteeism.

**Caves of Neptune**  
*Couvin, BE*  
06/2017 – 09/2019

#### Nature Guide

Customers welcoming, guided tours in 4 languages, maintenance of cleanliness of the site, supervision of groups



## Training

**Henallux**  
*Namur, BE*  
2018 – 2021

**Bachelor in Human Resources Management**  
Obtained with Distinction

**Athénée Jean Rostand**  
*Philippeville, BE*  
2012 – 2017

**Higher Secondary Education Certificate**  
Physical Education Orientation



## Languages and key skills

French :

Mother tongue

English :

Fluent

Dutch :

Fluent

Spanish :

C1 Level

### Hard skills

- Job boards management
- Agile and scrum method
- Planning management
- Meeting animation
- Decision making
- Data analysis

### Soft skills

- Conflict management
- Stress management
- Thirst for knowledge
- Sense of initiative
- Detail oriented
- Organization
- Autonomous
- Creativity