

# Heleen Van Grootven

°02/04/1990

Hombekerkouter 54  
2811 Hombeek  
Belgium  
**+32 (0)475 38 85 98**  
**heleen.van.grootven@gmail.com**

## EXPERIENCE

### **European Resuscitation Council, Niel** *Communications Officer*

DECEMBER 2017 - PRESENT

- Responsible for IT and telecommunications
- Maintained websites for three organisations and social media for two organisations
- Oversaw creation of new website for partner organisation ILCOR
  - Worked with website developers and stakeholders to make sure all requirements were met within budget
- Coordinated World Restart A Heart project: global promotion CPR
  - Coordinated first global edition in 2018
  - Ensured materials were available in over 30 languages
  - Supported all participating organisations globally
  - Number of participants went from 600 000 in 2018 to 5 000 000 in 2019
- Co-coordinated 5-yearly CPR Guidelines project
  - Supported 12 research and writing groups
- Coordinated COVID-19 response
  - Ensured guidelines for CPR were available on website both as text and video
  - Responsible for coordination of webinars

### **Translation Agency Van Grootven, Hombeek** *Owner, translator*

APRIL 2014 - DECEMBER 2019

- Translated to and from Dutch, English, French and Chinese
- Managed agency, drew in new clients and maintained relations with existing clients

### **Pantarein Publishing, Haacht** *Editor - Content Expert*

MARCH 2015 - NOVEMBER 2016

- Wrote articles for organisations associated with local government adapted to medium and audience
- Processed large amounts of information quickly and wrote articles on diverse subjects
- Maintained company website and websites of several clients

## SKILLS

MS Office  
Content Management Systems  
Computer-assisted translation tools  
Social media management  
Mailchimp  
Adobe Photoshop  
Adobe InDesign  
HTML  
CSS

## LANGUAGES

Dutch (native language)  
English (fluent)  
French (fluent)  
Chinese (fluent)  
German (intermediate)  
Spanish (basic)  
Italian (basic)  
Japanese (basic)

## MISCELLANEOUS

**Belgian driving licence B**  
Own car

## EDUCATION

### **University of Leuven, Leuven (Belgium)** *Master of Arts: Sinology*

NOVEMBER 2011 - JUNE 2013

Culture and history minor

### **Chongqing University, Chongqing (China)** *Chinese language studies (part of bachelor studies)*

SEPTEMBER 2011 - NOVEMBER 2011

## VOLUNTEER WORK

### **Aid worker Red Cross Flanders**

APRIL 2013 - PRESENT

## HOBBIES

### **Creative writing**

- Creative writing course (2003-2006)
- Davidsfonds Junior Journalist (2007)
  - First laureate Mechelen
  - Top 10 Flanders
- Intern youth newspaper Het Nieuwsblad (2007)
- Laureate short story contest Fedactio (2013)

### **Evening classes Japanese**

SEPTEMBER 2018 - PRESENT

CLT Center for Living Languages, Leuven

Starting fourth year in September 2020 (CEFR A2)

## REFERENCES

*Available upon request.*