

Curriculum Vitae	<p style="text-align: center;">L i s S p e d s b j e r g</p> <p style="text-align: center;">Sandmarken 14, Askov, 6600 Vejen. Mobil: +45 2275 6117</p> <p style="text-align: center;">E-Mail: lis@spedtsberg.net</p>		<p>Side 1 af 2 sider</p> <p>Revision: 22.01.2013</p>
Personal data:	Name: Nationality: Profession: Born: Marital Status: Languages: Children:	Lis Spedsbjerg Danish Assisting manager, Coordinator, Secretary, Correspondent 17. of October 1956 Married to Jan since 1979 English and German at negotiating level Stine and Anni, born respectively 1980 and 1983	
competences:	Sales/marketing: Purchase/ planning: Accounting: Personnel administration: Secretary functions etc.: Others:	Daily order processing (domestic and export) in C5, Navision, Cobol-system, SAP R02 + R03, follow up, shipment, invoicing etc. preparation and discharge of offers. Prequalification of suppliers, projects, distributor agreements, financial agreements etc. Maintenance of prospects, WEB Sites etc. Preparation of Power Point presentations. Planning and participation in seminars, distributor meetings and social arrangements. General support for the sales managers etc. Preparation of organisation charts. Purchase, follow up, negotiation of prizes for base Material both standard material special material, agreements concerning freight domestic and export, other purchase activities, production planning in close corporation with the production departments, preparation and maintenance of part lists, updating in C5, Navision etc. Daily accounting, debtor / creditor bookkeeping, billing, reconciliation, VAT, listing systems etc. for Danish and English companies. Preparation of budgets. Preparation of forecasts and reporting to the management. Payroll and HR administration. The control / management of flexitime scheme. Telephone answering, translation / transcript, mail, visit coordination, booking of travels and meetings, preparation of minutes of meetings. Personal assistant to the CEO. Auditing according to ISO 9000. Housing application and negotiation of rent.	
IT:	MS Office, C5/Navision (finance, order handling, storage, purchasing, deb., cred.), VAT domestic, VAT UK, Banking DK + DE, Adobe InDesign, Cobol, Lotus Notes, SAP R02+R03, booking systems, ordering systems, AS400, Escon, PC Firma, Summa Summarum		
Educations / courses:	1991: 1977: 1975: Sales / Marketing: Accounting / administration:	Diploma in computing Business Language correspondent exam, English + German Baccalaureate 2003: "The media and the companies" – Visibility. 1999: Customer / Supplier relationship 1989 – 1990: Accounting, financial controlling and payroll administration in Concorde/Navision. 1978 – 1982 payroll and personnel administration.	

IT: 2006: E-export. 2003: PC-basics, 2002: utilisation of www. 1995: MS office. 1996: Administration. 1994: Lotus 1-2-3. 1989 Project development. 1988 – 1990: Text processing. 1989 – 1990: Spread sheet. 1990: DTP. 1989: data processing. 1989: System processing. 1989 analyses. 1989: programing. 1990: databases

QA: 2000: Auditor training. 1999: Material control and documentation and awareness Training. 1994: Total Quality Management.

Others: 1999: Assertion Training. 1981: §9 safety course.

Experience:	2012 - ?	BSV Krantilbehør – sales/order processing/logistic
	2004 - 2011:	Lervad AS - Assisting manager, Sales/marketing coordinating, purchasing, disposition and logistic, personnel management, payroll control.
	1994 - 2004:	APV Kolding – Sales and marketing Coordinator, assistant, correspondent
	1991 - 1994:	Van den Bergh Foods/Alfa Solo, Vejen Sales assistant, Catering/distribution/export
	1985 - 1989:	The Danish Refugee Council, Vejen, Ribe og Holsted/Bække Administrative assistant/ housing applicator and negotiator of rent.
	1978 - 1984:	Ribe Amtsråd, payroll and HR department assistant

others: **interests:** My family, the world, language, traveling, books.

company: Spedtsbjerg Consulting ApS together with my husband. I participate in my spare time only.