

I connect people, ideas and planning. With a practical approach, I ensure that learning projects develop from plan to implementation.



EVA VAN DIJK

**PROJECT COORDINATOR
LEARNING & DEVELOPMENT**



Examplestraat 12
1234 AB Exemplary city

+316 00 00 00 00
eva@example.com

EXPERIENCE

2023 – present

- **Project Coordinator**
Nova Learning, Utrecht

2020 – 2023

- **Program Assistant**
Groei Academie, Amsterdam

2018 – 2020

- **Trainer and organizer**
TalentLab, Amersfoort

2016 – 2018

- **Training Employee**
Vooruit Instituut, Utrecht

ACCOMPLISHMENTS

Development of the learning program

Coordinated the development and introduction of an internal learning program for 250 employees. The first training sessions were ready within four months. Participants rated the program with an average of 8.4.

More efficient organization

Developed a fixed working method for the planning, communication and evaluation of training courses. As a result, trainers and participants had clarity earlier and the number of last-minute changes decreased.

EDUCATION

2022

- **Post-hbo Learning & Development**

Academy for Organizational
Development

2018

- **Training Project-Based Working**

Institute for Project Management

2016

- **Hbo Human Resource Management**

Hogeschool Midden-Nederland

2012

- **HAVO Economics & Society**

Example College

SKILLS

PLANNING AND ORGANIZING

PROJECT COORDINATION

CLEAR COMMUNICATION

STAKEHOLDER MANAGEMENT

PRESENTING

COLLABORATION

PROCESS IMPROVEMENT

WRITING AND EDITING

SYSTEMS

Microsoft 365

Microsoft Teams

SharePoint

Trello

Canva

AFAS

LANGUAGES

Dutch Native

English Professional

German Conversational



ABOUT ME

New ideas, nice people and plans that suddenly become reality make me happy.

Outside of work, I like to spend time with family and friends. I walk a lot, regularly visit a theater performance and try to discover a new city every year. I am also a volunteer at a local organization, where I help organize activities.

People know me as committed, curious and someone who likes to take initiative. I like to bring different people together, but I can just as well enjoy a quiet evening with a good book.

TESTIMONIAL

Sanne Vermeer

Program Manager at Nova Learning

Eva keeps an overview, communicates clearly and quickly notices when a project is in danger of getting stuck. She brings peace to the process, without losing the pace. In doing so, she genuinely pays attention to the people she works with. You can rely on her and know that agreements are followed carefully.

TESTIMONIAL

David de Jong

Trainer and former colleague

Working with Eva means that you know where you stand. She listens carefully, asks sharp questions and ensures that different ideas come together in a workable plan. Even during busy moments, she remains calm and positive. Her commitment and practical attitude make her a very pleasant colleague.

Thank you for reviewing my portfolio!