



## Nienke Reitsma

Living in Weesp with Eric and our three children: Jelle, Teije & Jikke  
Born on 5th of August 1980

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### Character:

- ✓ Dedicated
- ✓ Honest
- ✓ Connecting people
- ✓ Entrepreneur
- ✓ Independent
- ✓ Flexible

### Skills:

- ✓ All-round HR professional
- ✓ (HR) Project management
- ✓ Sustainable employability & absenteeism
- ✓ Systems: AFAS Profit | Atimo | Prottime | Cobra HRM

### Languages:

- ✓ Dutch: native
- ✓ English: fluently
- ✓ German: moderate

### Interests:

- ✓ Wedding planning
- ✓ Travelling

## Who am I?

Due to my entrepreneurship, thorough and decisive way of working, I help organizations developing, implementing and structuring their HR policies, projects and activities. My goal is to create a connection at every level so organizations can adapt to changes.

## Experience

September 2018 - current  
GWK Travelex (120 employees),  
HR Business Partner a.i.

- ✓ Business partner for management regarding HR matters such as performance management, cultural change, etc.

November 2017 – July 2018  
Groenland B.V. (120 employees), holding company for decorative plants & flowers  
HR professional a.i.

- ✓ After a take over, translating the business strategy into a long-term plan for the HR department
- ✓ Coaching the new HR Manager
- ✓ Several HR projects, such as describing HR processes, implementation of a digital HRM system, impact analysis of the GDPR, rewriting the staff guidelines and a plan for absence & health

February 2017 – June 2017  
Bloominess (120 employees), production company for premium flowers  
HR professional a.i.

- ✓ Supporting and coaching the HR manager

- ✓ Several HR projects such as correcting labour contracts, implement a HR administration, quality review of pension contracts

Augustus 2009 – January 2017

Jan Schoemaker B.V. (50 employees), international cocoa processor  
HR manager

- ✓ Business partner for managing board and line management on HR matters
- ✓ Managing three employees regarding HR, office and facility activities
- ✓ Recruitment, on boarding and off boarding process
- ✓ Developing, implementing and executing absence, safety and health management
- ✓ Developing and implementing performance management
- ✓ Several HR projects such as staff guidelines, function job descriptions, sustainable employability plan, social responsibility report, learning & development policy, HR administration and digital HRM system
- ✓ (Confidential) advisor for employees on HR matters
- ✓ Organising team building and informative events
- ✓ Preparing salary process for the financial manager

January 2008 – July 2009

Project assistant – seconded from WIN PMO - at PA Consulting Group (main office in England) and Achmea holding B.V. (IT project)

- ✓ Support (program) managers and their employees
- ✓ Recruitment, on boarding and off boarding process of IT specialists

2003 – 2007

Project Coordinator at several (international) organisations / projects: Dance4Life | De Nationale Jeugdraad (National Youth Council) | Red Cross

- ✓ Responsible to develop and implement several multidisciplinary projects to connect young people with local Red Cross departments within The Netherlands
- ✓ Organising events and accompany volunteers within these projects

## Education

January - July 2016 – Nyenrode Business University

- ✓ Strategic HRM (Master level certificate achieved)

1999 - 2004 – Hogeschool van Utrecht

- ✓ Communication and management (Bachelor graduated)
- ✓ Specialization corporate communication and event management
- ✓ Final internship (4 months) in Vancouver, Canada at Rare Indigo – a destination management company for incentive programs and events

1993 – 1999 – Petrus Canisius College

- ✓ VWO (graduated)

## Training

April 2017 - Prowareness

- ✓ Agile for HR (certificate achieved)

March 2017 - ICM

- ✓ Dutch labor law (certificate achieved)

2013 - 2014 - NCOI

- ✓ Practical Human Resources management (Bachelor level certificate achieved)

I follow seminars annually to keep my knowledge up to date on HR subjects such as Labour law, GDPR, etc.

## References

Upon request