

# RESUMÉ

## Personal information

Name Tom Houtman  
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Marital Status Single, without children  
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## Education & training

College education Graduated 2000, Licentiate Master in Fine Arts  
Gent High School, Gent. Language of education: Dutch.

College education Graduated 2003, Licentiate Master in Arts, applied Arts  
Luca school of Arts, Brussel-Gent. Language of education: Dutch.

Business Management Graduated 2005, Certificate.  
Adult Education Centre, Aalst. Language of education: Dutch.

Corporate Performance Management, Business simulation program, Certificate 2007.  
EHSAL Management School, Brussels. Language of education: Dutch & English.

Between 2007 and 2013: several courses to update and improve professional skills, mostly in the domain of public administration on arts, cultural heritage, tourism and communication.

Period 2011 April to August professional course for improvement on Office skills (Word, Excell, Powerpoint, and Outlook) (not completed due to new job opportunities)

## Professional Experience

Aug 2011 – Aug 2013 **Project Coordinator** for the organisation of the Festive Commemoration year on Gerard Mercator for the Flemish Tourism Department.

### Description of activities:

- Coordination for 17 cultural, tourist, and educational events, organised from within our own non-profit organization vzw Mercator 2012. These events were organised to achieve participation from local organizations, businesses and volunteers in the Waasland region. These were artprojects, book publishings, filming documentairies, an international sport event and several small exhibitions.
- Coordination of the (inter)national promotion of our major exhibition 'Mercator Digitaal'.
- Logistic coordination of an historic Mercator Parade and festive weekend in Rupelmonde.
- Supervising promotion and communication for 60 activities in Belgium and abroad.
- Fundraising, contacting press, organizing public relations, developing strategic planning (marketing, communication, organization).
- Management of the non-profit organization: supervision of daily office operations, follow up on accountancy matters and organizing board meetings.

Nov 2007 – Feb 2011

**Assistant** at the Municipal Department of Art, City Aalst (East-Flanders, Belgium).  
**Research & development of projects to broaden existing target groups and appealing to new target groups.**

**Research:** Study on the Rembrandt year of the Amsterdam Tourism Congress Bureau, the Alison project of the municipal department of Culture Gent and of the overall 'participation survey 2009 of the Flemisch Government.

**Development:**

- An online database, promotional website and newsletter for local fine artists.
- Promotional campaigns for kids, developing educational tools for the education staff.
- Organizing press conferences and small PR events.
- Historical research and concept design for certain modules in the Municipal Museum. (Main themes: printing in 15<sup>th</sup> century Europe, Industrial and social revolution in Northern Europe between 17<sup>th</sup> and 20<sup>th</sup> century).

**Other activities:** workshops for children during school holiday periods.

March 2007 – Oct 2007

**Company associate** at Startpunt cvba-vso, Gentbrugge (East-Flanders, Belgium).

## **Student Jobs**

Between 1998 – 2003

Several short jobs: graphic designer, cartoonist, teacher, publisher, giving workshops (kids & adults).

## **Software skills**

1. Microsoft Office: Word, Excel, PowerPoint en Outlook. Advanced skills.
2. Social media expert (Facebook, Twitter, LinkedIn, Blogger, Vimeo, Prezi, Slideshare, etc.)
3. Basic knowledge in web design & flash animation.
4. Advanced skills in Adobe Photoshop, Illustrator, Indesign and Golive.
5. Expert digitization 2D analogue material.
6. Knowledge of CEST- digitization standards.

## **Language skills**

**Dutch** Native language.

Examples in writing: scripts and screenplays, copywriting, speeches, reports.

**English** Excellent reading, writing, speaking.

Examples: writing an essay on Mercator and giving a speech at the opening of the international EGEA Congress in 2012, giving a guided tour with several English speaking journalists and answering questions.

**French** Reasonable understanding and conversation.

Examples: answering a telephone call from a customer and giving basic information. Attending a meeting and making notes, reading books or answering emails.

**German** Elementary proficiency understanding & reading.

Examples: Attending a meeting and making notes.

## **Other**

holding a drivers license, expert in 'visual arts'.