



Jan Moens

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*Self-motivated, hardworking team player and **japanologist** with profound experience in HR duties combined with **expat support** in **Japanese** companies. Language teaching skills. Vast experience in service and people oriented functions. Able to take own initiative when required. Proven leadership skills, including managing and motivating staff to achieve company / project objectives. Effective communicator at all levels within an organization. Discrete, synthetical minded, collegial, punctual, honest and respectful. Considering SDG's & sustainability to be a core value. Multi-lingual.*

COMPETENCES

HUMAN RESOURCE MANAGEMENT

Vast experience with Belgian social legislation thanks to my involvement in negotiating national collective labour agreements and my experience in writing brochures & newsletters, informing, instructing and teaching the specifics of this legislation such as matters related to parental leave, time credit, early retirement, flexible scheduling, holidays, sickness, alternative salary packages, etc. to employees in different contexts

LANGUAGES

- Dutch (mother tongue)
- Japanese (oral and written level: excellent)
- French and English (oral and written level: professional)
- Spanish & German (basic)

COACHING, TRAINING & DEVELOPMENT

- Developing (and subsequent coaching) of effective tools and methods focused on sustainability issues for improved teamwork and team spirit building
- Developing ex-cathedra courses and brochures on varied (professional and academic subjects)

TRANSLATION & INTERPRETING

Legal and official translations and interpreting of patents, judicial documents, manuals, victim statements, ... (From Japanese to Dutch, English, ...)

UNIVERSITY EDUCATION & TRAININGS

1978 - 1982

Licentiate Eastern Languages & Philology – State University of Ghent

1983 - 1983

Certificate of Japanese as a spoken language – Osaka University of Spoken Languages

1983 - 1985

Master of Administrative Sciences – Kyoto University, Japan

2001 - 2018

Social Legislation, Labour Law – ACLVB

ACHIEVEMENTS

SDG Toolkit & educational materials development (For ACLVB)

Aim: give teams tools to improve self-reliance & cohesion based on common interests, by means of hands-on to-do sheets, etc. The toolkit is unique in the way that it provides an objective approach and allows measurability of results. The core of the toolkit makes use of the sustainable development goals propagated by the UN and member states

Achievement: within the pilot groups we saw an average of **10%** increase of output on the preset goals as well as improved workflows

NewsWire System Sales & Customer Support (For KDD Belgium)

Aim: since all customers were (Japanese) journalists, the requirement was to guarantee "100%" system performance and user & customer satisfaction

Achievement: through establishing duty priority lists, online helpline with FAQ (via BBS), telephone support and on site intervention service within strict time delays 100% system performance and operability was achieved

AWARDS & RECOGNITIONS

March 1985 1st prize Japanese Language contest Japanese Ministry of Education

December 2013 Upgrade in wage scale for improving workflow methods

PROFESSIONAL EXPERIENCE

ACLVB (Liberal Trade Union)	Feb 2001 – Oct 2018
<ul style="list-style-type: none">• Sector Negotiator (white collar workers, paper industry, ...)• Policy Researcher• Instructor (Labour policy, CSR & Sustainability, networking, ...)	
Payroll Assistant at OXFAM International	Nov 2000 – Dec 2000
General HR Management & Liaison Japanese CEO at OCS Courier Service	Apr 2000 – Sep 2000
Assistant Manager & HR - Personal assistant for Japanese staff at NAVA	Aug 1998 – Mar 2000
Assistant Manager Operations & Manager Customer Support at KDD BELGIUM	Oct 1989 – May 1998
Clearing Officer, Japan Desk at Morgan Bank – Euroclear	Oct 1987 – Aug 1989
School secretary assistant & support Japanese expats/teaching personnel & family at Japanese School of Brussels	Jul 1985 – Sep 1987
Japanese language teacher (Evening classes) at Provinciaal Instituut voor Levende Talen Hasselt	Jul 1985 – Sep 1987
Lecturer of Contemporary Japanese History & Culture at Catholic University of Leuven and Japanese Instructor at the Limburg Institute of Foreign Languages, Hasselt	Jul 1985 – Sep 1987
Free-lance (sworn) translator/Interpreter Japanese / Dutch	Sep 1987 – present

COMPUTER SKILLS

- Microsoft Office (= Word, PowerPoint at professional level)
- Evernote, OneNote
- WordPress

MISCELLANEOUS

- Deep interest for and genuine experience with the culture, habits and values of Japan and its people
- Reading and translating Japanese literature into Dutch
- Other interests: playing classical guitar, learning Spanish, hiking, photography, travelling