

INGE WRIGHT

Corporate Secretary, Office Manager



Education

Schoevers College, Tilburg,
Netherlands
Schoevers Secretarial Course
with 4 languages: English,
French, German and Dutch
1985 – 1986

Witham Technology Centre,
Witham, Essex, UK
CLAIT and ECDL Computer
Course
2005

Inge has over 20 years of experience in planning, organizing and managing office activities for multi-disciplined small and large teams. Her experience includes:

- P.A. to Head of Engineering at Philips CFT, Eindhoven, Holland
- P.A. to Company Partner (Legal) at Trenite van Doorne, The Hague, Holland
- P.A. to Head of Department and Director at Philips Nederland B.V., Eindhoven, Holland.

Inge has excellent communication skills in both Dutch and English and her past work has included document translation to and from other languages.

While working at GatorSkitch Architects, Inge has taken on the additional responsibility of running Accounting as well as helping out on the Marketing front.