



Ingrid van Hees General Manager

Education

H.A.V.O.
Cobbenhage College, Tilburg

Executive Secretary
Instituut Schoevers, Tilburg

Management Assistant
I.S.W. Opleidingen, Breda

English Correspondence
Instituut Schoevers, Breda

Languages

Dutch
English



Experience Summary

Ingrid is an all-round professional with a can-do mentality and a broad understanding of the sustainability consulting business and its back-office needs. Clients like reaching out to her for a wide variety of services, including the navigation of some tricky red tape situations. At the same time, she understands the business, the expertise ALO offers and how to enable sound partnerships with clients.

Representative Projects

- **Project Management:** tracking budgets, setting up contracts with subcontractors, invoicing, formatting documents, reports, slide decks, vendor registration.
- **Design and implement new support structure company-wide** (35 support resources in 27 offices across the United States. Implementation of a back-up system to guarantee continuity. Provide and arrange training for support resources. Create better visibility for the support group within the organization. Manage the Executive Support Team (5 support resources; setting goals, evaluating performance, compensation, growth path, etc.). Setting up Standard Operating Procedures.
- **Office Management:** facility management, company cars, pension plans, ICT, purchasing office supplies, stationary, machines, and furniture. Negotiating contracts with suppliers. Administration and communication with accountant, HR (recruitment, employee contracts, onboarding new staff, payroll, tracking leave and sick leave). Organizing meetings, events, logistics, team building activities, parties, etc.
- **Executive Support:** prepare meetings, take minutes, follow up on actions (general meetings, board meetings, supervisory board meetings, shareholder meetings). Advanced calendar management.
- **Mergers & Acquisitions Support:** coordination of due diligence investigations, setting up digital data rooms. Communication with all parties involved. Contact for notaries, lawyers, Chamber of Commerce, etc.