



Emma Ruyschaert

ACCOUNT & PROJECT MANAGEMENT

CONTACT

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Driving licence B

LANGUAGES

Dutch: native

English: professional

French: basic, eager to improve

EDUCATION

Bachelor Event & Project Management

Artevelde Hogeschool Gent ·
2016–2019

BaNaBa Communicatie- management

Howest · 2019–2020

Butchery evening course

Sept 2024 – present

CRAFT & PASSION

Hosting dinners at home ·
homemade charcuterie (two
coppa's and counting) · kamado
grilling · wine self-study (Wine
Folly now, WSET on the wish
list) · running (first marathon:
finished)

PROFILE

Event & project manager by education, hospitality lover by nature. I learned what world-class hospitality feels like at Dinner on the Lake, owned client relationships and quotes at The Color Studio, and became the person senior management at PwC trusts to anticipate what they need *before they say it*. What I love most: making people feel cared for. What I'm trained at: keeping a hundred moving parts on schedule without losing the overview.

EXPERIENCE

Management Assistant

Dec 2023 – present

PwC Belgium

- Right hand to senior management: agendas, meetings, project setup, time & budget tracking, anticipating needs before they're spoken
- Co-organised "BE PREPARED" (VBO FEB × PwC): resilience forum for ~1,000 Belgian business leaders, with ministerial contributions and C-level speakers, logistics and hosting end to end
- Supported European Commission crisis-management exercises at European level
- Organised and hosted Belgian Cyber Security Coalition events
- Lead organiser of the yearly team-building day; daily multi-project juggling across stakeholders

Marketing & Sales

Feb 2022 – Dec 2023

The Color Studio Belgium

- Owned B2B and B2C client relationships from first contact to follow-up
- Drafted fully customised training trajectories and quotes (pricing, content, materials and follow-up) for projects of €1k to €25k
- Kept the website up to date and helped shape the launch of the online learning platform
- Organised the 10-year celebration event and open-door weekend
- Ran social media (Instagram, Facebook) and email newsletters

Junior Event & Communication Manager

Nov 2021 – Jan 2022

TheaTech

- Built the online presence and developed event concepts; role ended early due to Covid-19

Customer Onboarding Representative

Nov 2020 – Nov 2021

Unifiedpost Group

- Onboarded B2B clients with structured step-by-step plans, presentations, webinars and live demos
- Supported sales colleagues with client-ready documentation for their visits

Dinner on the Lake

2019 – 2020

Internship & student job

- Event-management internship (2019): involved in setting up that year's Dinner on the Lake season
- Customer Relations & Hospitality (student job, summers 2019 & 2020): high-end table service on the water, guest communication and bookings

Available on roughly six weeks' notice (to be aligned with my current employer). Happy to travel, allergic to nine-to-five.

Tools: Office 365 · Salesforce · Canva · Adobe InDesign · social media management platforms · AI tools