



Evidid
Illuminating Growth,
Guiding Excellence.

Evivid!

Let me introduce myself

My name?
Evi Hiels

Freelance
Project Manager

Analysis and optimisation
(often simplification) of your
training offer

I draw what I explain.
Visuals help people
understand faster and
remember better. It
sticks!

Stakeholder management &
serving as a liaison between
management and employees

Process optimisation &
data driven follow-up

From curriculum development to
scaling learning programmes for
diverse audiences

I also develop digital content, including my e-book
"Dé startersgids voor eenmanszaken."

(The starter's guide for sole traders)

More to come!



Hi, I'm Evi Hiels

Freelance (Learning & Development) Project manager

Profile

I'm an experienced Learning & Development **Freelancer** with a passion for employee development. With **over 20 years of diverse professional experience**, I thrive in roles that challenge my organizational, technical and **project management** skills. I have coordinated **complex training solutions**, and supported executives across various industries. My ability to learn quickly and my 'Yes I Can!' mentality allow me to deliver **high-quality results** and adapt to new opportunities with energy and enthusiasm. **I enjoy driving organizational success.**

Freelance experience

LMS CONSULTANT SAP

Indaver

December 2024 - November 2025

- **Managing and optimizing** SAP Learning within the organization
- Focus on **analyse and optimize** the learning offering
- Analyzing and maintaining learning matrices
- **Configuring and adjusting** assignment profiles
- Updating and correcting learning history when needed
- Acting as a **SAP Learning super user**, providing support and training

LEARNING & DEVELOPMENT PROJECT MANAGER

People Exponential

December 2024 - April 2025

- **Analyzed and structured** content for an e-learning program
- Conducted **research** to ensure accurate and relevant learning materials
- Used **in-depth and exploratory questioning** to extract knowledge
- **Developed e-learning content** based on a mix of feedback and expertise
- Ensured the **learning experience was aligned with business needs**

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Software knowledge

- MS Office Packet + 365 (incl. SharePoint & Forms)
- Mac Packet
- Google Workspace
- SAP (Concur, S4Hana, SuccessFactors)
- SAP Enable Now
- AFAS (Pocket, Insight, Outside, Profit)
- Eva, Isabel, Tradeshift, Yuki, Exact Online, Kluwer, 3CX, Admin-IS, Admin-DMS, Zoho, Clearfacts
- Eloomi, Qualtrics, Barrett Control Panel, Totara, Camtasia, Snagit
- Canva
- Hubspot, Mailchimp, Survey Monkey
- ChatGPT & other AI
- Tutor LMS, Kahoot
- Wordpress

Freelance experience

PROJECT MANAGER

STG

July 2024 - November 2025

- **Leading the implementation** of the AFAS HR module (Profit & Insight)
- Created a **structured timeline** for testing phases
- **Developed and optimized digital learning and communication channels**
- Coordinated with **stakeholders** to ensure **clear communication**
- **Protect key deadlines** for test group and full company go-live
- **Process optimization, monitoring and data driven follow up**
- **SPOC, Project Manager, Application Manager, Incident Manager**

EXECUTIVE ASSISTANT

STG

July 2024 - November 2025

- **Manage** Director's calendar, meetings, mail and travel arrangements
- **Coordinate** logistics and meeting room arrangements
- Weekly **alignment** meetings, **prioritize** tasks

TRAINING PROJECT MANAGER - ERP PROGRAM

Brussels Airport Company

June 2023 - July 2024

- Managed **SAP migration transition**, including Concur, S4Hana, and SuccessFactors
- **Developed and maintained e-learning**s using SAP Enable Now
- **Didactical reviews**
- **Analyse and optimize training offering**
- Review if the **training delivery approach** is the most effective
- Clear **communication to all stakeholders**
- **Communicate training offer** with the whole company or exact target audience. Often together with the **Marketing Department**
- Gathered and **analyzed data for implementation updates** and advised **stakeholders**
- Focused on technical solutions to **meet training needs**
- **Project Management in a complex multi-stakeholder environment**

Skills

- Project Management
 - An eye for efficiency
 - Autonomy
 - Organisational skills
 - Communication
 - Planning
 - Fast learning / Self thought
 - Detecting needs on all levels
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Languages

- Dutch: Mother tongue
 - English: Very good
 - French: Good
 - German: Notions
 - Danish: Notions
-

Activities

- Fencing
- Running
- Obstacle runs
- E-biking
- Walking
- On the road heading to new adventures and making memories

Freelance experience

EXECUTIVE ASSISTANT

Coreso

November 2022 - May 2023

- **Managed** schedules, emails, and business trips for CEO and COO
- Provided **office management** and **trained** the junior assistant

LEARNING & DEVELOPMENT PROJECT MANAGER

LQ

October 2022 - October 2023

- Focused on LQ team **training & learning, personal development plans, and recruitment processes**
- **Organized** team events & customer events
- Set up tests in Qualtrics and **analyze results**
- Sent out and **analyze Barrett & Vlerick scans**
- **Communication**, both verbal and written, for **effective collaboration with internal and external stakeholders**
- Collect, prepare and sent out the monthly **newsletter**

LEARNING & DEVELOPMENT PROJECT MANAGER

Tiberghien Lawyers

March 2022 - October 2022

- **Designed full learning curriculum** for employees and lawyers
- Managed **budgets, logistics, and vendor relationships for training programs**
- Follow up on registrations, attendance, evaluations and practical arrangements
- **Communication** with internal and external stakeholders

Establishment of Evidid bv



Evidid

**Illuminating Growth,
Guiding Excellence.**

Experience

OFFICE MANAGER

Fiscadvies

November 2019 - February 2022

- Processed VAT, corporate tax, and wage processing using Kluwer
- Supported company start-up formalities and managed VAT numbers
- Conducted HR tasks such as payroll and absence management
- Drafted contracts, managed fleet, and handled onboarding/offboarding
- Monitoring tax deadlines

HR ASSISTANT

Ernst & Young

November 2018 - August 2019

- Drafted contracts for young graduates and expats
- Streamlined recruitment to onboarding processes

OFFICE MANAGER & LEARNING COORDINATOR

Air Cargo Belgium & Air Cargo Academy

October 2017 - November 2018

- Led project teams and organized Board of Directors meetings
- Led the HR & Training steering group
- Developed learning curricula and handled logistics and budgeting

OFFICE MANAGER

Xpenditure - Rydoo

October 2015 - August 2017

- Supported accounting, organized internal & external events, and managed office operations
- Coordinated business travel

LEARNING & DEVELOPMENT COORDINATOR - MANAGEMENT ASSISTANT

Deloitte

September 2011 - August 2015

- Managed learning curriculum, budgets, and L&D organization
- Supported partners with scheduling, project follow-up, and travel arrangements
- Organized internal & external events

Experience

MANAGEMENT ASSISTANT - CASH MANAGEMENT CLERK

DSV Shared Service Center

January 2010 - September 2011

- Booked bank statements, processing payments, matching incoming and outgoing payments with invoices
- Unburdened the financial manager, booked business trips, managed calendar and e-mails

SEVERAL EXPERIENCES

All kinds of companies

2004 - 2010

Explored the business world by taking on various roles, from quality control to administrative support, through short-term interim positions and medium-term employment contracts, to discover where my interests and strengths lay.

Education

LEARNING & DEVELOPMENT MANAGER

NCOI

september 2022 - June 2023

- How to translate strategic business objectives into concrete initiatives
- Use data-driven insights for the development and optimization of initiatives in collaboration with various stakeholders
- How to gather data, analyze it, and formulate advice based on data insights

COPYWRITING

NCOI

April 2023

HOW TO DEAL WITH DIVERSITY & COLLABORATION AND INCLUSIVITY

CVO LBC Mechelen

September 2021 - December 2021

BUSINESS MANAGEMENT

CVO Leuven

September 2006 - June 2007

HSO TOURISM

Coloma Institute Mechelen

June 2004