

PERSONAL INFORMATION

Betty Smith

📍 32 Reading rd, Birmingham B26 3QJ United Kingdom

📞 +44 555 123 555 ☎ +44 127 6689 📠 +44 999 888 777

✉ smith@kotmail.com another@email.com

🌐 www.myhomepage.com www.another-homepage.com

💬 AOL Messenger [betty.smith](#) Google Talk [bsmith](#)

Gender Female | Date of birth 1 March 1975 | Nationality English

JOB APPLIED FOR European project manager

WORK EXPERIENCE

August 2002 – Present Independent consultant

British Council
123, Bd Ney, 75023 Paris (France)

Evaluation of European Commission youth training support measures for youth national agencies and young people

March 2002 – July 2002 Internship

European Commission, Youth Unit, DG Education and Culture
200, Rue de la Loi, 1049 Brussels (Belgium)

- evaluating youth training programmes for SALTO UK and the partnership between the Council of Europe and European Commission
- organizing and running a 2 day workshop on non-formal education for Action 5 large scale projects focusing on quality, assessment and recognition
- contributing to the steering group on training and developing action plans on training for the next 3 years. Working on the Users Guide for training and the support measures

Business or sector European institution

Oct 2001 – Feb 2002 Researcher / Independent Consultant

Council of Europe, Budapest (Hungary)

Working in a research team carrying out in-depth qualitative evaluation of the 2 year Advanced Training of Trainers in Europe using participant observations, in-depth interviews and focus groups. Work carried out in training courses in Strasbourg, Slovenia and Budapest.

EDUCATION AND TRAINING

1997–2001 PhD - Thesis Title: 'Young People in the Construction of the Virtual University', Empirical research on e-learning ISCED 6

Brunel University, London United Kingdom

1993–1997 Bachelor of Science in Sociology and Psychology

Brunel University, London United Kingdom

- sociology of risk
- sociology of scientific knowledge / information society
- anthropology
- E-learning and Psychology
- research methods

PERSONAL SKILLS

Mother tongue English

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C1	C2	B2	C1	C2
	Diplôme d'études en langue française (DELF) B1				
German	A2	A2	A2	A2	A2

Levels: A1/A2: Basic user – B1/B2: Independent user – C1/C2: Proficient user
Common European Framework of Reference (CEF) level

Communication skills

- team work: I have worked in various types of teams from research teams to national league hockey. For 2 years I coached my university hockey team
- mediating skills: I work on the borders between young people, youth trainers, youth policy and researchers, for example running a 3 day workshop at CoE Symposium “Youth Actor of Social Change”, and my continued work on youth training programmes
- intercultural skills: I am experienced at working in a European dimension such as being a rapporteur at the CoE Budapest “youth against violence seminar” and working with refugees.

Organisational / managerial skills

- whilst working for a Brussels based refugee NGO “Convivial” I organized a “Civil Dialogue” between refugees and civil servants at the European Commission 20th June 2002
- during my PhD I organised a seminar series on research methods

Digital competences

SELF-ASSESSMENT				
Information Processing	Communication	Content creation	Safety	Problem solving
Basic user	Independent user	Proficient user	Independent user	Basic user

[Digital competences - Self-assessment grid](#)

Computer skills

- competent with most Microsoft Office programmes
- experience with HTML

Other skills

Creating pieces of Art and visiting Modern Art galleries. Enjoy all sports particularly hockey, football and running. Love to travel and experience different cultures.

Driving licence A, B

ADDITIONAL INFORMATION

Publications

How to do Observations: Borrowing techniques from the Social Sciences to help Participants do Observations in Simulation Exercises, Coyote EU/CoE Partnership Publication, (2002).