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 Date of birth: 3 December 1981 – Nationalities : French/Polish

Profile

Dynamic junior professional with experience in advocacy and project management work gained in both local NGOs and international governmental organisations, including the UN, the EU and the OECD. Thrives in multi-cultural environments and has excellent language, drafting and research skills. Main areas of focus are human rights (especially minority, women & children's rights, including the right to education), democracy in Latin America and gender & development.

Work Experience

Organisation for Economic Co-operation and Development (OECD), Paris, FR (From 14/04/2008)

Assistant – (Development Centre of the OECD, Poverty Reduction and Social Development Group)

Research

- Research on gender, migration, and poverty reduction; drafting of minutes and drafting of reports
- Development of a contacts database to promote Wikigender (promotion campaign)
- Preparation of PowerPoint presentations on related topics, translation and development of SharePoint

Administrative work

- Correspondance, organisation of meetings and conferences, preparation of information files, logistical support and communication with the participants
- Preparation of mission orders, including the reservation of travel tickets and hotels, and checking visa requirements; follow up of the mission order files

Organisation for Economic Co-operation and Development (OECD), Paris, FR (Oct 2007 – April 2008)

Assistant – Global Relations (Directorate for Financial and Enterprise Affairs, Competition Division)

Communication & Organisation

- Co-organised the Global Forum on Competition (400 participants from member and non-member countries as well as non-governmental bodies), and managed communications for the Forum (newsletter, Intranet...)
- Acted as a liaison officer between the Delegates and the OECD staff for all matter related to the Forum; registered the participants and maintained the database up to date
- Coordinated with the translation and publication services, as well as with interpreters and logistics people; managed the different providers for the event (choice, negotiation, follow-up...)

Administrative work

- Drafted invitation letters for visas to the participants, and official invitation letters to Embassies
- Prepared and formatted documents for publication; submitted documents onto an online internal software
- Creation of a database of country information for the Regional Centre for Competition in Seoul.

Rural Aid Organisation (RAO), Cambodia (March – June 2007)

Consultant/Volunteer

Advocacy

- Coordinated various projects, including advocacy meetings with local and international partners; represented RAO at both governmental and non-governmental bodies (incl. UNIFEM and CRS)
- Monitored the implementation of the 3-year strategic plan of the NGO; monitored and reported on UN activities, including the Human Rights Council
- Accompanied the staff to administer legal training workshops in nearby villages; trained the staff in report writing

Research & Policy

- Researched on women's and children's rights, indigenous people's rights, human trafficking, the Cambodian legal system, micro-credit systems, poverty indexes and development indexes in Cambodia
- Drafted project proposals, summary reports and evaluation reports for the NGO

Project Support

- Monitored programme budget (including financial and narrative reports for donors) and supported the preparation of programme funding applications

University of Svay Rieng, Cambodia (March – June 2007)

Lecturer (Year 2 students) – Taught Cultural Studies and organised awareness workshops on Human Rights and Environmental issues, raised awareness about waste prevention and ecologically responsible lifestyle

Bosch, Communication Centre, Liverpool, UK (October 2006 – February 2007)

Multi-lingual Customer Services Agent: Managed incoming calls in English/French/Spanish and Polish, demonstrating excellent problem-solving and communication skills

UN Office of the High Commissioner for Human Rights (OHCHR), Geneva, Switzerland (June – August 2005)

Intern, Research & Right to Development Branch, Indigenous & Minorities Unit

Project Support

- Supported the activities of two United Nations Voluntary Trust Funds
- Assisted in the review of financial and narrative reports on the use of grants by beneficiaries and serviced the meetings of the Board of Trustees

Research and Policy

- Researched on the issue of counter-terrorism measures and human rights in the UK press and drafted papers on the UK policy on terrorism; updated fact sheets, including one on the rights of indigenous peoples

Communication & Organisation

- Organised the side events during the 23rd Working Group on Indigenous Populations
- Coordinated an exhibition on the Bushmen of South Africa.

EU Parliament, Luxembourg (January – March 2005)

Translator – Translated official documents from English, Polish and Spanish into French

Not-for Profit Experience

HIPHIPHI, Koh Phi Phi Island, Thailand (April – May 2005)

Volunteer/Campaigner – Got directly involved in a community-based initiative whose aim was to help rebuild Koh Phi Phi after the Indian Ocean tsunami disaster

Alto Paraiso, Brazil (July – August 2002)

Volunteer/Researcher – Volunteered in an educational project for disadvantaged children; monitored the implementation of the project and drafted evaluation reports

World Youth Esperanto Association (1996-Present)

Active member/coordinator

- Participation in the 5th UNESCO Youth Forum as one of the representatives of TEJO (World Youth Esperanto Association), 12th and 13th of October 2007
- PowerPoint presentation on the rights of indigenous people during the International Youth Esperanto Congress (Poland, 2005)
- Organised a cultural event for the European Year of Languages (2001); Responsible for the public relations with the press; raised awareness about Esperanto at language exhibitions (Expolangues, 1999-2008)

World Congresses of Esperanto and Seminars (full list available on request)

Participant

- Brazil: *Diversity : a chance, not a threat* (2002)
- Croatia: *A culture of dialogue – a dialogue between cultures*, (2001)
- Germany: *Globalisation: an opportunity for peace?* (1999)
- Australia: *Tolerance and justice in a multi-cultural society* (1997)

Language & IT Skills

- Fluent in French, English, Spanish, Polish, and Esperanto (reading, writing & speaking); Notions of Russian, Italian, Portuguese
- Advanced MS Word, PowerPoint and Outlook; intermediate Excel and Access; OECD Courses: Internal software, MS Office 2007, Writing & Editing (2 days course)

Education & Training

Post-Graduate Certificate in Education (PGCE) – Hope University, UK (2005-2006)

Theory: child protection, teacher and the law, the inclusion of special needs pupils

Teaching of French and Spanish, planning of lessons and activities, coordination with the school, respect for diversity and gender equality

MA International Relations – University of Manchester, UK (2003-2004)

Core modules: (1) Int'l Relations: Theory & Methods (2) Human Rights in World Politics (3) Global Governance (4) The EU: Politics and Policy-Making (5) The Discourses on Terrorism (6) Russian and Eastern European Politics

BA and MA : Spanish Language, Literature & Foreign Civilisation (LLCE) – Université de la Sorbonne 4, FR (2001-2003)

(MA : Erasmus Exchange Programme in Sevilla, Spain)

Preparatory Class for the Grandes Écoles or École Normale Supérieure (Humanities) – (1999 – 2001)

1st year : Saint François-Xavier High-School, Vannes ; 2nd year : Chaptal High-School, Paris

Interests: I enjoy travelling and meeting people from other cultures, as well as the sense of challenge and change from day to day. I am keen on learning foreign languages, playing guitar, drawing and painting, swimming, sailing and practising martial arts (taï jitsu and capoeira).