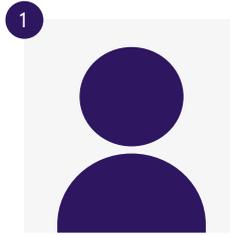


Contact information

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2 Profile

Msc in International Studies and Psychology with 5 years of Project Management experience. What drives me professionally is managing projects with high demands on quality, where I make use of my ability to find fast solutions within a tight timeframe. I thrive in a setting where I create and maintain lasting relations; I see this as a key to managing successful projects. I can offer years of experience running projects in an international setting, a strong toolbox of Project Management skills founded on a Prince2 certification, extensive experience with stakeholder management internally and externally, along with a solid understanding of managing project budgets, schedules, timelines and track progress.

My strongest personal qualities as a Project Manager are my sense of structure, my relationship-building skills, and my ability to remain calm and focused under pressure.

Key skills

Project Management

Stakeholder Management

Budget Management

Presentation

International Experience

Prince2 Certification

3 Work experience

2015 - 2018 **Development Consultant, Dansk Industri**

- Project manager for an EU-funded project about woman and leadership collaboration with the Department of Gender and Equality
- Consultancy within HR and organizational member organizations
- Introduction to the Danish labour market for foreign leaders and partners
- Facilitation and implementation of a new anti-bullying policy in a company with 500 employees – with an increase in job satisfaction from 70% to 85%
- Clarifying customer needs and the development of customized process design

2015 - 2018 **Project Coordinator, Department of Intercultural Communication & Management, CBS**

- Financial Management of smaller projects
- Manager support
- Development of marketing materials

2013 **Project staff, Kono Business & Development**

- Project Management sustainability and economy as two key milestones
- Development of business plan for the Sierra Leonean tailors who sell goods to Denmark
- Fundraising for the training of Sierra Leonean tailors

Guide:

1. Photo

The majority of employers in Denmark prefer a photo on the CV. The photo has to be a professional representation of you without any disturbing elements in the background. How would you like the employer to perceive you?

2. Profile

The profile text is seen as an elevator pitch in writing. In just a few lines you should present the most important things about your background, skills and personality. Considering that this is a pitch, it should be able to stand alone and be limited to 5-10 lines. The profile text has to be adjusted to the particular job, you are applying for.

The profile text will typically include these four areas:

- The professional presentation: What is your educational background? What is/has been your area of specialization or focus? What is your overall most relevant experience?
- Your professional passion: What do you find interesting/drives you professionally? What kind of tasks motivate you?
- The professional skills: What relevant experience and/or knowledge do you have that can be used to solve some of the tasks stated in the job add?
- Your soft skills: Which of your soft skills will be particularly useful in relation to the job you are applying for?

3. Work experience

- Which tasks, areas of responsibility and results would you like to promote that are relevant for the job, you are applying for?
- In what context did you solve the task and at what level?

The information in the experience paragraph should also be customized for each application. If you have many years of experience, it is important to prioritize what to include and in what order.

4 Education

2013 **M.Sc. in International Studies and Psychology, Roskilde University**

- Theoretical and practical experience with challenges and cooperation in transnational companies

5 Courses and training

2015 **Practical conflict handling and mediation, Education Center Copenhagen**

2014 **Prince2 certified**

6 Stay abroad

2015 **Exchange student in Lyon, France**

7 IT

Software

MS Office

Niveau

Advanced user of Word, Excel and PP

Language

Language

English

French

Danish

Level

Native language

Fluent

Working proficiency

8 Personal

I love city life and prioritize to get to the theater and cinema. Exercising, moreover, is a great part of my life, and currently I am training for the half marathon of the year. Cycling and hiking trips are also favourite activities of mine, where the fresh air and physical exercise are pure balsam for my soul. In addition, I appreciate French food and wine in the company of good friends.

References

References on request

Guide:

5. Education

A detailed description of your educational background becomes less relevant over time. We recommend that you focus on showing your level of education, as well as any further education you are qualified for. In some cases you can choose to add the title of your master thesis or selected relevant courses to strengthen the common thread of your story.

6. Courses and training

Certain selected courses can help strengthen your CV towards a specific job. State where you have upgraded your skills in recent years.

7. IT and language

Your IT and language skills can be essential, when it comes to improving your chances of being called for an interview. Make sure to state your skills, even if it is IT-skills not used by your future employer. State what skill level you have with the specific IT-tools.

Languages: Prioritize your languages in the order that is most relevant for the position.

8. Personal

In this paragraph you get the opportunity to demonstrate that you are not only a highly skilled candidate, but also a person with other interests and activities that matter to you.