

PERSONAL INFORMATION

Martina Širol



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JOB APPLIED FOR

WORK EXPERIENCE

Trainer and consultant for organizational development, social projects and non-formal education

Freelance

Needs analyses; development and conduction of training programs; reporting, evaluation and follow-up; organizational/personnel development consultancy; development of European social (youth) projects.

As a freelance trainer and consultant, outside of my local association (see reference: Alfa Albona), my main achievements are:

I cooperated with Association Vrlovka for which I delivered a training and acted as an consultant on the development of their youth projects. The Association got granted 17.646,80 € for their Youth Exchange Project which is to be implemented in 2013.

Currently, I am working for a small profit organization in Luxembourg as a consultant on the internal organizational development and resource enhancement.

November 2011 – Present

Trainer on the Youth in Action Programme

Agency for Mobility and EU Programmes, Zagreb (Croatia)
<http://www.mobilnost.hr/>

Development and conduction of training programs (including evaluation and reporting) within YIA Programme, with special accent on Youth Exchange and European Voluntary Service topics for Programme users, and on-arrival and mid-term evaluation trainings for EVS volunteers.

So far I delivered 2 national trainings for programme users focusing on Youth Exchange projects; 2 on-arrival and 2 mid-term trainings for EVS volunteers. Altogether, some 90-100 participants benefited from the trainings.

April 2013 – Present

Trainer for South East European Youth Network

South East European Youth Network, Sarajevo (Bosnia and Herzegovina)
<http://www.seeyn.org/index.php>

Development and conduction of training programs in the field of youth work

March 2012 – Present

Accreditor for EVS organizations

Agency for Mobility and EU Programmes, Zagreb (Croatia)
<http://www.mobilnost.hr/>

Accreditation process; revision of organizations' EI-s; on-the-spot consultancy with organizations; promotion of EVS within organizations

March 2012 – Present

Volunteer on youth projects and members development

Association Alfa Albona, Labin (Croatia)

<http://alfa-albona.hr/>

From March 2012 until September 2012 I was involved in association's activities on a daily basis.

Main achievements:

- Conduction of several trainings for association's members on fundraising, Youth in Action (YiA) Programme, communication and leadership skills
- Organization of a debate with local youth and employers focusing on youth unemployment
- Contribution on application for two YiA projects (Youth Exchange and EVS) and its implementation

I am still actively involved in association's activities, especially through involvement in project applications, promotion of association's activities and outreach and communication with international partners

01 October 2012 – February 2013

Trainee at the European Commission, DG Eurostat, Unit for Strategic Planning, Learning and Development

European Commission, Luxembourg (Luxembourg)

Needs assessment; development of a new non-formal training programme for newcomers to Eurostat; conduction of the pilot training with 20 participants.

The programme is implemented on a two-month basis and will continue its implementation until further notice, involving all new-coming staff in Eurostat.

Contribution to the development of the new European Statistical Training Programme 2013/2017

Organization of 3 fundraising events for fellow trainees, as a leader of the committee of 8 members. We raised over €4000 out of which 20% was donated to different Luxembourg-based charity organizations, and with the rest we organized a trip for all the trainees.

September 2009 – July 2010

Trainer on the food dependency prevention project

Association NET+, Zagreb (Croatia)

<http://www.petplus.hr/index.htm>

Together with 8 other colleagues I contributed to the development of the project for high-school girls focusing on healthy lifestyles, development of female identity and positive attitude toward their body with the aim of food dependency prevention among adolescent girls. The main activity of the project was conduction of trainings composed as a set of 10 45min. sessions during one school semester. Altogether, over 600 girls from 12 high-schools in Zagreb participated in the project.

As a part of the project I conducted 9 sets of trainings (90 sessions) with over 250 participants.

The project had 2 follow-up projects developed and conducted by the same team. 'Girl's Diary' was a Youth in Action 1.2. (Youth Initiative) Project, producing an educational workbook for high-school girls which was in 2011 awarded with Chancellor's award at the University of Zagreb. 'TijeloHranitelj' was a week of volunteer actions, photography exhibition, movie-screening, seminar and a workshop, hosting an American clinical psychologist, specialist on food dependency, the author of the movie.

A part of working on the project, I was actively involved in the work of the association as a volunteer on local activities, media content and personal consultation with users.

October 2007 – September 2010

Student assistant on the course Interpersonal Communication

University of Zagreb, Faculty of Law, Zagreb (Croatia)

During my involvement in the course, I co-facilitated 12 workshops (3-hour sessions) and 6 full day trainings (3x3-hour sessions) with over 400 students.

I was responsible for organization of the course leader's tasks, preparation of workshop materials and students' tasks submitted communication with students and managing of the International base of scientific journals published by the department.

EDUCATION AND TRAINING

September 2010 – December 2012

Master of Arts in Comparative European Social Studies

London Metropolitan University & Hogeschool Zuyd, London, UK/ Maastricht, The Netherlands

March 2010 – December 2011 **Master of Arts in Social Work**
University of Zagreb, Faculty of Law, Zagreb (Croatia)

October 2005 – February 2010 **Bachelor of Arts in Social Work**
University of Zagreb, Faculty of Law, Zagreb (Croatia)

September 2011 – Present **Series of Trainings of Trainers on the Youth in Action Programme**
So far I participated in 3 national and 3 international ToTs and other trainings within the framework of Youth in Action Programme, covering crucial YiA knowledge and trainer skills (facilitation, communication, self-assessment, methodology, project management, etc.) with the emphasis on building strong attitudes in the direction of intercultural acceptance and learning, cross-border cooperation, good partnership, empowerment of youth, tolerance, etc.

July 2009 – Present **Various national and international learning & development events**
Throughout my education and work, I am constantly searching for improvement of my skills and knowledge. I participated in numerous trainings, conferences, seminars, etc.
Some of the recent ones are:
- Public speaking (Toastmasters International), as a part of the club in Luxembourg, we have meetings on a two-week basis. The programme has an established learning system of grades (*ongoing*)
- Facilitation at the workplace (Series of 2 full-day trainings within the European Commission) (*October/November 2012*)
- Working group on development of the European Statistical Training Programme (*October 2012*)
- Series of trainings on Living Values Education (ALIVE International) (*September 2011 with constant on-going e-learning programmes and online working groups*)

PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Italian	C1	C1	B2	B2	B2
German	A2	A2	A2	A2	A2
French	A1	A1	A1	A1	A1
Spanish	B2	B2	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](http://www.cedref.eu)

Communication skills
- Interpersonal communication skills learned trained during my work as a student assistant
- Highly developed team spirit (trained the most during my engagement in the NET+ Association and European Commission)
- Excellent ability to adapt to multicultural environments gained through studies and life abroad, as well as during many international trainings and activities

Organisational / managerial skills - excellent organizational skills gained through my education and work as a student assistant

(organizing course leaders' tasks and student responsibilities). It is a crucial part of my self-directed freelance position, while developing trainings, and specially during my current engagement on the internal organization of the private company.

- leadership skills (gained through my engagement in the trainee fundraising committee where I was leading a group of eight)
- Project management skills (self-acquired while working in NGOs, assisting and later developing and conducting projects, as well as working as a trainer for YIA)

Job-related skills

- facilitation skills

- individual coaching

- creative thinking and problem-solving (e.g. ability to create various solutions based on identified needs and available/limited resources)

Computer skills

- good command of MS Office package applications

- good knowledge of graphic design applications (Adobe Photoshop, Corel)

- ability to get swiftly acquainted with different kinds of software/databases/applications/functions