

## PERSONAL INFORMATION

## Bangin Ozbilen

 Namur, Belgium

 0049 12345678

 [OzBang21@gmail.com](mailto:OzBang21@gmail.com)

Sex | Date of birth 23 June | Nationality : Slovenian

## WORK EXPERIENCE

16/07/2018 to ongoing

**Finance and Contracts Assistant****European Commission**

Contribute to the management of the directorate budget for management training including monitoring the use of appropriations

- Preparing purchase orders; checking and initiating invoices for payment, initiating recovery orders; liaising with other colleagues managing finances and reporting to the head of the Directorate
- Overseeing the management of the relevant contracts, including contact with the contractors
- Assist in tendering exercises related to purchase of training or logistical services, including preparing texts for tenders, participating in tender evaluations and documentation
- Assistance with drafting the directorate contribution to the Annual Activity Report, Annual Management Plan and budgetary forecasts for the Directorate
- Assistance with logistical organisation
- Contribution to various ad hoc projects, as required, and to reflecting on future Directorate activities

01/10/2011 to 15/07/2018

**Head of Administration****European Commission, Representation in Slovenia**

Dunajska cesta 20, SI-1000 Ljubljana

Assisting the Head of Representation in the fulfilment of his/her mandate as regards the management of the Representation in accordance with existing rules and financial regulations. Ensuring HR planning, monitoring of HR needs, coordination of recruitment of statutory and non-statutory staff, participation in selection and recruitment processes, reporting to HR unit of DG COMM.

Preparation of administrative budget and assisting in preparation of operational budget of the Representation, monitoring of overall budget execution (commitments and payments). Preparation and verification of public procurement files. Acting as verifying officer for all commitments and payments. Assisting in the proper management of the staff members, physical and financial assets of the Representation; to plan and coordinate the work of the Administration Section.

01/09/2008 to 30/09/2011

**Head of Administration****European Commission, Delegation to Croatia (01/08/2008 to 31/12/2010)****EEAS, Delegation of the European Union to Croatia (01/01/2011 to 30/09/2011)**

Trg žrtava fašizma 6, HR-10000 Zagreb

Assisting the Head of Representation in the fulfilment of his/her mandate as regards the management of the Delegation in accordance with existing rules and financial regulations. Assist in the proper management of the staff members, physical and financial assets of the Representation; to plan and coordinate the work of the Administration Section; to act as imprest account holder and Local Security Officer.

16/11/2006 to 31/08/2011

**Project Officer****European Commission, DG ENER C3**

Energy Efficiency

Preparation and adoption of the annual work programme for Intelligent Energy – Europe programme, budgetary planning, monitoring and coordination, third countries' participation in the programme, coordination with other DGs, mainly ENTR, ENV, CNECT, ex-RELEX and ELARG. Liaison and contact point for the Executive Agency for Competitiveness and Innovation. Sustainable Energy Europe Campaign. Preparation of Calls for Tender related to the Intelligent Energy – Europe programme. Preparation of public events and conferences as well as presenting the Commission as a speaker at such events upon invitation.

01/12/2004 to 15/11/2016

**Secretary to the Head of Unit**

## European Commission, DG EMPL F2

ESF II, Germany, Austria, Slovenia

Horizontal management of the Secretariat (missions, leave, absences), distribution and management of mail and e-mail, management of HoU's agenda, organisation and follow up of meetings.

01/05/2004 to 30/11/2004

### Administrative Assistant

#### European Commission, Representation in Slovenia

Administration Section

Management of the Representation Office's annual budget, imprest account holder, procurement officer for Representation's needs, management of personnel files, recruitments, salaries, pensions.

01/06/2003 to 30/04/2004

### Management Assistant

#### European Commission Delegation to Slovenia

Contract and Finance Section

Procurement officer for the Delegation's short term technical assistance budget, financial verification of tender documents for PHARE and ISPA programmes and Commission's Communication Strategy programme, imprest account holder, procurement officer for needs of the future Representation office, management of personnel files, recruitment, salaries, pensions, played an active role at the transformation from a Delegation to a Representation office due to the enlargement process.

08/05/2000 to 31/05/2003

### Secretary

#### European Commission Delegation to Slovenia

PHARE/ISPA Section

Management of missions, leave and absences, assistance to the Head of Section as well as the unit, procurement officer for Delegation's short term technical assistance budget, financial verification of files for Commission's Communication Strategy programme.

## EDUCATION AND TRAINING

01/10/1992 to 30/09/1996

### University of Ljubljana

Faculty of Social Sciences

Political Science and English Language and Literature

01/09/1988 to 24/06/1992

### Gymnasium Ledina

Secondary Pedagogic - Teacher

## PERSONAL SKILLS

Mother tongue(s)

Slovenian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
German	B2	B2	B2	B2	B2

French	B1	B1	B1	B1	A2
Croatian	C2	C2	C2	C2	C1
Serbian	C1	A2	C1	C1	A1

**Communication skills** Excellent written and verbal communication skills. Confident, articulate and professional speaking abilities.

**Organisational / managerial skills** Leadership (currently responsible for a team of 4 people, previously 16), on the job coaching, guiding, delegating tasks and responsibilities when necessary. Even though I am currently a Head of Sector in function I consider myself part of the team. I work well on individual tasks as well as in a team.

**Job-related skills** Budget and finance, public procurement, human resources and staff management, security, health and safety at work.

**Computer skills** Ability to work in Windows and iOS operating systems, Windows Office and specific Commission's programmes like ABAC, Sysper2, MiPS, Ares, Pecunia, etc.

**Other skills** Culturally sensitive and internationally travelled, adaptable to different cultural and business environments. After 21 years in the European Commission I have very good knowledge of the functioning of the institution, internal procedures and processes.

**Driving licence** B Category

## PERSONAL INFORMATION

## Ludmila Minkov

 Belgium +32 4567891011  +32 432 444333 [l.minkov@gmail.com](mailto:l.minkov@gmail.com)

Sex female | Date of birth 17/01/1973 | Nationality Bulgarian

## WORK EXPERIENCE

March 2012 - present

## Scientific / Technical Support Officer

European Commission, Join Research Centre

- Production and certification of reference materials: planning and follow up of the project
- Carry out and co-ordinate scientific and technical tasks related to method validation/evaluation
- Develop and improve analytical method
- Expertise in up-to-date laboratory techniques and statistical evaluation.
- Report on scientific findings to internal and external audience
- Contribution to the implementation of quality standards on site
- Internal auditor ISO 17025

May 2011 – February 2012

## Assistant Professor in Chemical Sciences

University of Plovdiv, Faculty of Chemistry, Department of Analytical chemistry, Plovdiv (Bulgaria)

- Preparation of Master course and giving lectures and laboratory exercises in the department of Analytical chemistry
- Project leader of the project funded from the Bulgarian Science National fund (Bulgaria)
- Expertise in up-to-date laboratory techniques and statistical evaluation
- Setting up analysis plans for- and participating in various inter comparison studies
- Write research proposals, coordinate and work on research projects

November 2005 – October 2008

## Contract agent – Scientific/Technical Project manager

European Commission, Join Research Centre

- Production and certification of reference materials: planning and follow up of the project
- Development of reference materials for validating testing methods
- Carry out and co-ordinate scientific and technical tasks related to method validation/evaluation
- Contribution to the implementation of quality standards (ISO 17034, ISO 17025, ISO 14001)
- Expertise in up-to-date laboratory techniques and statistical evaluation
- Setting up analysis plans for- and participating in various inter comparison studies
- Preparation calls for invitation to tenders for certification studies and evaluation of the tenders

October 2004 – October 2005

## Postdoctoral Grand holder

European Commission, Join Research Centre

- Method development of GC-MS methods including sample preparation
- Development of reference materials for validating testing methods for sediment
- Carry out and co-ordinate scientific and technical tasks related to method validation/evaluation

September 2003 – September  
2004

## Gas membranes expert

Executive Environmental Agency, Regional Laboratory, Plovdiv (Bulgaria)

Development of new analytical methods for analysis of priority pollutants in the environmental samples, taking over international standards (ISO and CEN).

- Pollution monitoring and control
- Contributing to planning and implementation of the quality standard ISO 17025 in the department

September 2002 – June 2003

### Research scientist

Research Centre of Environmental Chemistry and Ecotoxicology (RECETOX), Masaryk University, Brno (Czech Republic)

- Development and validation of analytical method for separation and analysis of persistent organic pollutant (organochlorine pesticides: chlordane isomers, drin compounds and etc.) in soil, sediments and biota

October 2000 – December 2001

### PhD

Freie Universität München (Germany) – ERASMUS PhD student at Department of Earth Sciences, Environmental Organic Geochemistry group

- Gases and priority organic pollutants in soils of Bulgaria

February 1998 – September 2000

### PhD student

Department of Soil Science, Agricultural University Plovdiv (Bulgaria)

## EDUCATION AND TRAINING

October 1992 – July 1997

### Master of Science

Faculty of Chemistry, University of Plovdiv (Bulgaria)

## PERSONAL SKILLS

Mother tongue

Bulgarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
French	B2	B2	B1	B1	B1
Dutch	B2	B2	B1	B1	B1
German	B1	B1	B1	B1	B1
Russian	B2	B2	B1	B1	B1

Levels: Basic user - Independent user - Proficient user

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

Communication skills

I have good communication skills gained through my academic and professional background. I have developed a strong empathy, awareness of multicultural and diversity issues. I have developed effectiveness in public presentations and skills in presenting technical data. Excellent organizational skills, and experience in administrative tasks both professionally and academically. Good time management skills, attention to details and ability to meet deadlines. I listen actively and adjust to the new situations easily. I am a team player.

Organisational / managerial skills	I currently managing few certification projects in environment and engineering areas. Some of my tasks are project organisation and dissemination of the outcome of the scientific work.
Job-related skills	<p>I have a Ph.D. in analytical chemistry. With a broad experience with organic and inorganic contaminants. Years of experience in development and validation of analytical methods for food and environment materials. In my current position as a scientific/technical support officer at the European Commission, my main tasks consist of managing certification project for Reference materials in food, environmental and engineering matrices.</p> <p>One of my main duties is the design of the development of analytical methods and preparing validation plans, to plan and carry out analytical experiments followed by data treatment and preparing the final report.</p> <p>Experience in writing of reports, project proposals preparation and peer review publications, data analysis, poster and oral presentations in workshops and International conferences.</p>
Computer skills	<p>Good command of Microsoft Office software (Word, Excel, PowerPoint, Access); Adobe Acrobat Professional Photoshop.</p> <p>Basic command of statistical packages</p> <p>Good knowledge in Internet searching, database searching</p>

## ANNEXES

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Publication list

## Delphine Debaty

Based in Brussels, Belgium  
delphine.debaty@gmail.com

### Studies

02/95- 06/96	<b>CN University, Beijing, China</b> Specialisation: Chinese Language and Civilisation
09/92- 05/94	<b>CELSA - Paris IV-Sorbonne, France</b> M.A. in Marketing and Brand Communications
09/90- 06/92	<b>Paris X-Nanterre, France</b> B.A. in Applied Foreign Languages in German, English, law and economics
10/91- 03/92	<b>University of Mannheim, Germany</b> Scholarship from the German organisation DAAD
09/89-07/90	<b>Hammersmith and West London College, London, United-Kingdom</b> Proficiency Certificate of Cambridge & London Chamber of Commerce diploma

### Professional experience

09/19-Today	<b>Geographic Desk — EEAS</b> <ul style="list-style-type: none"><li>- Political advisor for Uruguay and Venezuela</li></ul> → <i>Representation and strategic roles</i>
09/15-08/19	<b>Policy Officer for Information management — EEAS</b> <ul style="list-style-type: none"><li>- Inventory and analysis of common practices, needs and discrepancies throughout Headquarters, military community, delegations, Member States and other EU institutions</li><li>- Setting up and moderation of a working group for the information management strategy</li><li>- Co-drafting of the vision paper</li><li>- Community manager on the EEAS collaborative platform</li><li>- Co-drafting of the vision paper</li></ul> → <i>Good team player and team federator with strong organisational skills which led to the adoption of the Information Management vision paper by senior management</i>
02/13-09/15	<b>Internal Communication — EEAS</b> <ul style="list-style-type: none"><li>- Creation of training campaigns on internal procedures</li><li>- Internal trainer for new colleagues</li><li>- Replacement of Head of Division during long sick leave</li></ul> → <i>Pedagogic approach focusing on human resources and enhanced team leading skills</i>
09/11- 02/13	<b>Data Protection Officer — EEAS</b> <ul style="list-style-type: none"><li>- Setting up and development of the EEAS data protection policy</li><li>- Creation of supporting tools and awareness campaigns</li><li>- Project management: ISC on new General Data Protection Regulation (GPRD)</li></ul> → <i>Successful pioneering work at interinstitutional level</i>
09/09- 08/11	<b>Open Sources Officer for the Situation Centre Asia Desk — EEAS/Council</b> <ul style="list-style-type: none"><li>- Geopolitical and counter-proliferation monitoring</li><li>- Analysis and anticipation of potential conflicts</li><li>- Preparation of ad-hoc briefings for the EU High Representative</li></ul> → <i>An eye for details and a good anticipation capacity</i>
01/07- 09/09	<b>Internal Communication Officer — Council of the European Union</b> <ul style="list-style-type: none"><li>- Writing and editing under tight deadlines in French and English</li><li>- Development of a Council communication strategy</li><li>- Creation of networks and newsletters to federate Council staff</li><li>- Advising and managing of communication campaigns for Council colleagues</li></ul> → <i>Autonomous on communication while keeping the human factor to the foreground</i>

02/06- 01/07	<b>Internal Communication Officer — European Parliament</b> <ul style="list-style-type: none"> <li>- Reports for the monthly review in EN/FR</li> <li>- Creation and presentation of weekly audiovisual newflash</li> <li>- Consultancy role and cooperation with the training unit</li> </ul> <p>→ <i>Analytical, negotiation and people assessment skills</i></p>
06/00-01/05	<b>Internal Communication Officer — European Commission</b> <ul style="list-style-type: none"> <li>- Deputy editor in chief and journalist for the weekly Commission en Direct</li> <li>- Creation and edition of Management Matters, the monthly newsletter and reference tool to support EC Managers</li> <li>- Creation of Management Matters Live in collaboration with the Training unit</li> <li>- Advising role to my management and other teams</li> </ul> <p>→ <i>A service oriented global view to support &amp; inform colleagues at work to enhance their understanding, well-being &amp; efficiency combined with strong drafting skills</i></p>
07/99- 05/00	<b>Communication consultancy and freelance journalism</b>
09/97- 07/99	<b>Press &amp; Information Officer — EU delegation in China</b> <ul style="list-style-type: none"> <li>- Management of a multicultural press &amp; information team</li> <li>- Development of €800 000 internal and external communication plan</li> <li>- Responsible for an annual budget of €100 000</li> <li>- Public relations (Chinese media, foreign correspondents and diplomats)</li> <li>- Deputy chair of monthly meetings of EU Member States press officers</li> <li>- Collaboration with Foreign Affairs and Trade ministries</li> <li>- Organisation and media coverage of visits of Commissioners and MEPs accompanied by press groups</li> </ul> <p>→ <i>Diplomatic representation with a high sense of responsibilities and service minded corporate communication skills in a complex multicultural environment</i></p>
03/97- 08/97	<b>Stagiaire — European Commission</b> <ul style="list-style-type: none"> <li>• Journalist for the Commission's weekly "Commission en direct"</li> <li>• Proof reading</li> </ul>
10/94- 02/95	<b>Dragon Rouge</b> , design and packaging agency, <b>France</b> <ul style="list-style-type: none"> <li>• International marketing, from market analysis to strategic recommendations</li> </ul>
05/94-08/94	<b>Medicus Intercon</b> , advertising agency from the DMB&B group, <b>Spain</b> . Collaboration in advertising campaigns, from market study to copy strategy
03/93- 05/93	<b>CryoLife</b> , human tissues cryopreservation world leader, <b>USA</b> <ul style="list-style-type: none"> <li>• Market study and drafting of an informative brochure for the company's sales people</li> </ul>

## Languages and additional skills

<b>English, French:</b> fluent <b>Spanish and German:</b> very good reading, written and spoken <b>Chinese:</b> good reading and spoken <b>Italian:</b> good reading, written and spoken <b>Informatics:</b> autonomous in Mac and PC environments <b>Certified hypnopractitioner</b> in Ericksonian focused-oriented brief therapies <b>Certified in Neurocognitivism approach</b> applied to staff and work organisations Member of the <b>Visual thinkers</b> interinstitutional group. <b>Clear writing</b> award
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## Personal details

Born: 10th July 1971 Nationality: French
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**Shane**  
Le Mouton

**DATE DE NAISSANCE:**  
16/09/1990

## CONTACT

Nationalité: Belge

Sexe: Masculin



XXXXXXX, Belgique



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## EXPÉRIENCE PROFESSIONNELLE

**07/10/2019 – 31/12/2019** Bruxelles, Belgique

### Archiviste (Intérimaire)

DG MARE (E3)

- Chargé du rassemblement, du tri et de la description d'archives intermédiaires en vue de leur conservation permanente (archives définitives).
- Sensibilisation des unités de la DG à la question des archives.

**01/09/2015 – 31/08/2019** Bruxelles, Belgique

### Archiviste (Intérimaire)

OIB (Archives Historiques)

- Chargé de l'élimination, de l'échantillonnage et de la description de fonds d'archives.
- Gestionnaire d'une base de donnée interne (Historga).
- Vérification de documents numérisés.

**29/01/2015 – 20/02/2015** Bruxelles, Belgique

### Archiviste (Intérimaire)

DG EAC (R1)

- Chargé du tri, du classement et l'inventariage de fonds d'archives.

**17/11/2014 – 31/12/2014** Bruxelles, Belgique

### Archiviste (Intérimaire)

DG EAC (R5)

- Chargé du tri, du classement et l'inventariage de fonds d'archives.

**10/2013 – 05/2014** Bruxelles, Belgique

### Archiviste (Stagiaire)

CreA Patrimoine

Stage d'archivistique réussi avec la plus grande distinction

- Tri, classement, inventariage et mise à disposition du fonds d'archives de l'archéologue Roland Tefnin.

## ÉDUCATION ET FORMATION

**15/09/2012 – 30/06/2014** Bruxelles, Belgique

### Master en Histoire à finalité Archives et documents

Université Libre de Bruxelles

**15/09/2008 – 30/06/2012** Bruxelles, Belgique

### Bachelier en Histoire

Université Libre de Bruxelles

## COMPÉTENCES LINGUISTIQUES

LANGUE(S) MATERNELLE(S) français

### anglais

Compréhension orale <b>B2</b>	Compréhension écrite <b>B2</b>	Expression orale en continu <b>B1</b>	Interaction orale <b>B1</b>	Écrit <b>B1</b>
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### néerlandais

Compréhension orale <b>B1</b>	Compréhension écrite <b>B1</b>	Expression orale en continu <b>A2</b>	Interaction orale <b>A2</b>	Écrit <b>B1</b>
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## COMPÉTENCES NUMÉRIQUES

Microsoft Office | Google Drive | Outlook | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Word 97 2000 2007 2010 and 2016 | Google Docs | Power Point | Gmail | YouTube | Facebook | Instagram | whatsapp | Mozilla | Skype | Windows | messenger | LinkedIn | Pinterest | Twitter | Microsoft | Microsoft Office Word | Social Media | Internet | one drive | Réseaux Sociaux | Photographie | Mail | Adobe Lightroom