

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name **ANDREAS KARSTEN**
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Nationality German
Date of birth 27.09.1975

WORK EXPERIENCE

- Dates (from – to) 1999 – 2004
- Name and address of employer TOM's Nachhilfeschool, Bonnaskenstr. 16, D-03044 Cottbus, Germany
- Type of business or sector Non-formal education
- Occupation or position held Tutor, Junior Partner
- Main activities and responsibilities
 - coaching school students (English, Mathematics, Natural Sciences)
 - adult education programmes (vocational training, languages, IT-Skills)

- Dates (from – to) 1998 – 2005
- Name and address of employer Friedrich-Ebert-Foundation, H.-Eiffel-Str. 30/31, D-14467 Potsdam, Germany
- Type of business or sector Non-formal education
- Occupation or position held Trainer, Co-ordinator of the trainer's pool (30-35 members)
- Main activities and responsibilities
 - programme and curriculum development, planning and implementation
 - monitoring and supervision of trainers, permanent advanced training

- Dates (from – to) 1995 – present
- Name and address of employer Council of Europe, European Union, State of Brandenburg and others
- Type of business or sector Non-formal education
- Occupation or position held Trainer, Supervisor, Consultant, Editor, Writer
- Main activities and responsibilities
 - training courses and programmes
 - monitoring, supervision and training of staff
 - public relations and press work
 - project management, event co-ordination

- Dates (from – to) 2003 – 2005
- Name and address of employer BrandStuVe e.V. – Higher University Students Interest Organisation
- Type of business or sector Formal and non-formal education
- Occupation or position held Secretary General
- Main activities and responsibilities
 - organisational management incl. staff training
 - budgetary supervision and long-term planning
 - public relations and press work, lobbying and advocacy work
 - project and event management

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered

1997 – 2004

Brandenburg Technical University of Cottbus

Environmental Engineering

Subjects covered (principal and occupational):

- development of social competence (teamwork, working in multicultural environments)
- economics, marketing and management (incl. project management, human resource man.)
- natural sciences, analytical and technical subjects connected to environmental protection
- quality analysis of complex systems and their translation into policy development

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

GERMAN

OTHER LANGUAGES

ENGLISH

- Reading skills
- Writing skills
- Verbal skills

very good

very good

very good

SOCIAL SKILLS AND COMPETENCES

- Team work: I have worked in various types of teams from research teams at my university to international training teams at the Council of Europe. For a number of years, I have coached a group of trainers working for the largest political foundation in Germany.
- Intercultural competence: I have extensive experience working in an international setting, starting with my first international conference in 1995, which was followed by many different European and international events.
- Mediation skills: I have often worked on the borders between political representatives and professional staff of NGOs and have also been in both positions myself.
- Presentation skills: I have always enjoyed speaking in public and consequently obtained not only theoretical knowledge on communication theories but also the necessary practise.

ORGANISATIONAL SKILLS AND COMPETENCES

- PROJECT MANAGEMENT (through various national and international projects)
- HUMAN RESOURCE MANAGEMENT (through the creation of jobs as well as supervision of staff)
- FINANCIAL MANAGEMENT (through the management of budget lines and whole budgets)
- STRESS MANAGEMENT (through work under continuous pressure demanding prioritisation)

TECHNICAL SKILLS AND COMPETENCES

COMPETENT with office programmes and internet applications as well as professional layout software (Photoshop, Indesign, Illustrator). FAMILIAR with web design theories, practise and software as well as programming languages such as HTML and PHP. EXPERIENCED with statistical software (SPSS).

ADDITIONAL INFORMATION

PUBLICATIONS (SELECTION)

- *Quality of training – myth or mystery?* Coyote Magazin, 2005
- *Under Construction*, T-Kit on European Citizenship (2002)
- *As good as it gets?* A study on the quality of living and studying in Cottbus (2001)
- *Staying alive*. Background document on non-formal education (2000)

