


PERSONAL INFORMATION

KAREN NAMAIN PONG



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Sex Female | Date of birth 21/01/1985 | Nationality Cameroon

WORK EXPERIENCE

June - May 2021

Trainer

INEDIVIM - Hellenic National Agency (Athens, Greece)

Design and implement the online training course “[ESC for Young Refugees](#)” on 12/05 to 25/05 via the HOP Online Learning Platform. Program design and content development of 6 units, and implementing 4 interactive ZOOM meetings with youth workers working with young migrants, refugees and asylum seekers(YMRA). Participate in online prep meetings, design and implement evaluation of the event and produce the final report.

Business or sector Non-profit organisation - European Solidarity Corps

Present - Aug. 2020

Teacher Trainer

Teachersrise, Padova, Italy

Develop and facilitate “[We Want Peace...Education](#)” course for primary, secondary and VET school teachers on peace education as a process of promoting the knowledge, skills, and attitudes needed to bring about behaviour changes to enable children, youth and adults to prevent negative conflict and violence at home, at schools and at workplaces. Published in August 2020 to be delivered between May 2021 - December 2023.

Business or sector Non-profit organisation

Present - Aug. 2020

Interpreter & Translator (French<>English<>Greek)

European Asylum Support Office (EASO), Polykastro, Greece

Support the operations of the European Asylum Support Office at Nea Kavala Reception and Identification centre. Provide general assistance in the Administration Service in close cooperation with the camp Manager, reception assistants and other stakeholders on site (DRC, IOM, Solidarity Now, Drop in the Ocean, EODY) - administrative tasks, camp management, accompany applicants to asylum service for procedures, delivering asylum decisions, interview new arrivals, cultural mediation, translate documents and materials.

Business or sector Inter-governmental organisation - European Union Agency

Sept. - July 2019

Educator & Trainer

European Alternatives (AE), Paris, France

Lead educator in implementation of international workshop for the School of Transnational Activism (STA), held in Athens, Greece on 12th to 15th September. Preparatory work, team meetings, design (daily) program of the second STA workshop - workflow, methodologies and coherence of the sessions. Non-formal education (NFE) methods for knowledge delivery and transfer (interactive discussions, brainstorming, games, icebreakers, team-building, group work, reflection sessions, visual tools, energisers, evaluation).

Business or sector Non-profit organisation

Oct. 2019 - Dec. 2018

Interpreter & Cultural Mediator (French<>English<>Greek)

International Organisation for Migration (IOM), Athens, Greece

Create a first contact with migrants and refugees (beneficiaries) in 5 shelters. Build a trust relationship, interpretation and cultural mediation, translate documents and materials from English or Greek to French, translate info materials, provide general assistance to Project Coordinator during info sessions with beneficiaries, assist in mediation and other interactions with IOM staff (psychologist, legal assistant, social worker, facility coordinator), shelter staff

and the authorities (asylum service, police), accompany beneficiaries to public services.
[Business or sector](#) International Non-governmental Organisation - UN Migration Agency

Dec. 2018 - Oct. 2018

Independent Researcher, Fixer

WARSHA INC, Ontario, Canada

Conducting research on human trafficking in the UAE for the film production "I'm Not For Sale", fixer in Europe - provide a list of at least 10 potential subjects to interview, travelling to the subject destination, arrange meetings with local contacts, phone interviews, obtain consent and permits for filming.

[Business or sector](#) Film production

July 2018 - April 2018

Grant Application Writer

KEAN – Cell of Alternative Youth Initiatives, Ilion, Greece

Develop and implement European Programs (EVS) for youth empowerment and capacity building focusing on environmental awareness, design and draft proposals for participation in European programs (Erasmus+, European Aid, Open Society, Stavros Niarchos Foundation, etc.), project management, advocacy actions.

[Business or sector](#) Non-profit organisation

June - Mar. 2017

Educator & Trainer

NEANIKI EKSELIXI, Thessaloniki, Greece

Implement 8-days international youth exchange, "Conflict Resolution through Dialogue" in Yerevan, Armenia via Erasmus+ (22 participants from 6 countries). Design education content and create e-learning activities, NFE methods for knowledge delivery and transfer, design final evaluation and draft final report. **Certificate:** Youth Pass Certificate

[Business or sector](#) Non-profit organisation

2016 - 2017

Youth Work & Non-Formal Education Consultant

GENERATION 2.0 FOR RIGHTS, EQUALITY & DIVERSITY, Athens, Greece

Provide resources on youth work and NFE opportunities for migrants/refugees/Greeks from disadvantaged neighbourhoods. Organise and facilitate integration and social inclusion info sessions for asylum seekers, refugees and migrants. Draft project proposals for participation in European programs (Erasmus+, Council of Europe Youth Department). Other activities: advocacy, awareness raising, fundraising initiatives, project management, networking and outreach.

[Business or sector](#) Non-profit organisation

Present - April 2015

Special Response Team Agent & Consultant

Trafficked Victims Unit, Bern, Switzerland

Human trafficking victims assistance, identification and protection. Facilitate communication and cooperation between victims and authorities (Federal Police, immigration). Conducting field research and intelligence gathering on human trafficking and people smuggling. Draft Intelligence reports. Attend Interpol global conference on trafficking in human beings (2016, 2017). Provided assistance in daily activities at a refugee camp in Lyss (summer 2016).

[Business or sector](#) Non-profit organisation

2013 – 2015

Project Manager & Trainer

Euro-Mediterranean Centre for Cross Cultural Dialogue, Plovdiv, Bulgaria

Design, plan, organise, implement and write reports for international youth projects - "Gender Matters? Gender Matters!" (study session, European Youth Centre Budapest, Hungary, 2014), "Young Women on the Move" (training course, Thessaloniki, Greece, 2013).

Recruit, screen, select participants, create educational content, facilitator in workshops, design and conduct final evaluation, draft final report.

[Business or sector](#) Non-profit organisation

Present – 2012

Project Manager, Trainer, Co-Founder

Youth Peace Ambassadors Network (YPAN), Council of Europe member states

- [Independent Chairwoman](#) (2019-2021)

Monitor/oversee implementation of actions of the Network, board accountability and performance, ensure the strategic plan is being put into place, suggest replacement of the board members, mediator between the board members, resolve disputes, offer advice and

guidance to board members independently. Participate in board meetings. Promote YPAN and its actions.

- Trainer/facilitator

Project management: design, plan, draft grant application, preparation, implementation, facilitation, reporting. Areas of expertise: peace education, human rights education, human trafficking, conflict management/resolution, gender issues, gender-based violence, migrant/refugees rights, children’s rights, inclusion, youth policy, NFE, intercultural dialogue, youth empowerment, capacity building.

Business or sector Non-profit organisation

EDUCATION & TRAINING

2016 – 2015

TRAYCE – Training of Trainers for Youth in the Council of Europe (NFE)

Council of Europe Youth Department

Educational features: self-assessment and learning plans based on competences, mentoring, 2 residential seminars at EYCB and EYCS, practice activity (training course with YPAN 2016), product (blog about human trafficking), online learning and job shadowing, 361 degree feedback. Certificate - Trainer for Youth in the CoE

Sept. - Aug. 2014

Training of Trainers - Understanding and Working with Conflict (NFE)

Fundació Catalunya Voluntària and partners (World Peace Initiative, United Network of Young Peacebuilders-UNOY and Generations Solidarity), Vilanova i la Geltrú, Spain

Providing trainers/multipliers/potential trainers training and facilitation skills necessary to support communication processes in conflict contexts (conflict in the organisation, in class, during a training, seminar or event). Explored tools for dealing with conflict : mediation, negotiation, resolution, management and transformation, inner peace through meditation.

2013 - 2012

Masters in Business Administration, MBA (not completed)

Université de la Rochelle, La Rochelle, France

Online courses in Leadership, Business Management, Human Resources, Accounting, Strategic Planning - group and individual work, research, case studies, assignments.

2009 - 2005

Double Bachelor of Arts Degree in International Affairs and International Economics - minor in International Law

The American University of Paris, Paris, France

- Fall 2006: initiated into *Omicron Delta Epsilon* - international academic honor society in recognition of notable scholastic attainment and outstanding achievements in Economics
- 2006-2007: Study abroad at UCLA, California, USA (Global Studies program)
- 2008-2009: Senior Class President - senator in student government association (SGA)
- Thesis topic: “**International Criminal Court: why the US should join**”

PERSONAL SKILLS

Mother tongue(s) English, French, Pidgin

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Greek	C2	C2	C2	C2	B1
German	B1	A2	A2	A2	A1

Communication skills

very eloquent and articulate with excellent communication and writing skills developed mainly through my studies; excellent public speaking skills gained through public speaking course, experience as a youth worker, speaker in various events and trainer/facilitator in educational activities; working as an interpreter/cultural mediator for over 2 years at IOM and EASO

Organisational / managerial skills

strong leadership, decision-making, problem solving, critical thinking and strategic planning skills (founded and presided an NGO for 2 years – managed a team of 5 and also volunteers; co-founder and chairperson of an international network: planning, organising, managing, coordinating, overseeing numerous European program youth projects

Job-related skills

good time management and ability to work under pressure (drafting and submitting project proposals for funding, respecting deadlines, implementing projects within a set timeframe) high perseverance and motivation (establishing YPAN; working in a refugee camp with over

1700 beneficiaries and in 5 refugee shelter in Greece); interpersonal, teamwork and intercultural skills (numerous travels (22 countries); working in different countries and settings; working in multicultural environment with multicultural teams; mediation, conflict management and resolution (facilitated workshops enabling participants to gain skills in conflict management, transformation and resolution)

Digital skills

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient

excellent command of office suite (word processor, spreadsheet, presentation software)
 good command of video making gained during participation in TRAYCE training of trainers
 excellent command of social media platforms (14 years on Facebook, daily use of platforms like Youtube, Twitter, Instagram, Skype)
 good command of tools like Zoom, Trello, SurveyMonkey
 good command of blogging (created a blog as a product of TRAYCE training)

Other skills/hobbies

cooking, indoors rock-climbing, dance, hiking, fitness, music, reading

Travels & other cultures

trips to Andorra, Armenia, Austria, Belgium, Bulgaria, Cameroon, Canada, China, France, Germany, Greece, Hungary, Italy, Netherlands, Norway, Portugal, Qatar, Spain, Switzerland, Syria, UK, US. Visited over 50 cities around the world

ADDITIONAL INFORMATION

PROJECTS

- 2015 International training course “Peace Is...” Team of trainers responsible for designing educational content, facilitation, evaluation and report writing
- 2014 Study Session “Gender Matters? Gender Matters!” Team of trainers responsible for designing educational content, facilitation, evaluation and report writing
- 2014 - 2013 Thematic meeting “Peacebuilding through a Gender Lens: Youth Fighting Gender-Based Discrimination”. Organiser and team of facilitators in charge of designing, implementing, facilitating, evaluating and reporting
- 2013 Conference at the American University of Paris. Project manager responsible for planning, implementation and reporting

CERTIFICATIONS

- 2021 Certificated for successfully completing the EASO training on Interpreting in the Asylum Context through e-Learning course held between 5 May 2021 and 31 May 2021
- 2019 Certificated by the United Nations Department of Safety and Security for completing the BSAFE - Basic Security in the Field (BSITF) and Advanced Security in the Field (ASITF) course
- 2017 Certificated by Council of Europe and European Commission for following and completing the MOOC “Essentials of youth policy” online course organised from 31 October to 11 December 2017
- 2016 - 2015 Certificated by Council of Europe for successfully completing TRAYCE – “Training of Trainers for Youth in the Council of Europe” implemented by the Youth Department of the Council of Europe from April 2015 to September 2016 and included 23 participants from 22 countries
- 2013 Certificated by the Council of Europe for successfully planning and implementing the thematic meeting “Peacebuilding through a Gender Lens”
- 2013 - 2011 Certificated by the Council of Europe for participating in and successfully completing the Youth Peace Ambassadors project implemented by the Youth Department of the Council of Europe with 75 participants from 26 countries
- 2010 Certificated by the Euro-Mediterranean Network for Youth Trafficking Prevention for successfully training course funded by the Youth in Action Programme

DIGITAL BADGES

- Aug. 2020 Badge awarded for completing the online course, “Training for Mentors” hosted via the ‘HOP Online Learning Platform on the role of mentors in the European Solidarity Corps’ (ESC) projects

MEMBERSHIPS

- Present - 2017 Voices of Young Refugees in Europe (VYRE), Strasbourg, France
- Present - 2013 Youth Peace Ambassadors Network (YPAN), Europe (delegate for Greece)
- Present - 2005 Omicron Epsilon Delta, international economics honors society (French Alpha Chapter)

CURRICULUM DEVELOPMENT

- June 2020 Designed a professional development course, “[We Want Peace...Education](#)” for teachers, offered by Teachersrise in 2021-2022.