

PERSONAL INFORMATION



DANIEL DIXON

📍 CALLE ALCALDE ANTONIO RODRIGUEZ URIBE, 4, 3, N, 35400 ARUCAS (Spain)

☎ +34651304588

✉ daniel@danieldixon.net

🌐 www.danieldixon.net

💬 Skype grancandan

PERSONAL STATEMENT

Highly motivated project manager with eleven years' experience. I have excellent organisation and communication skills meaning that I excel at leading a team and ensuring all projects are completed on schedule. In my previous project management role I was responsible for managing the finance, sustainability strategy, reporting of a number of large scale, transnational Erasmus projects.

I am looking to take on new challenges including managing a larger scale project and leading a bigger team.

I have a proven commitment to the Erasmus+ Virtual Exchange initiative and a strong belief in it's benefits and the need for it to develop into a program. I am confident that with my experience and expertise, I would be an asset to your team.

WORK EXPERIENCE

01/06/2019–Present

PATRON

Children and Youth Empowerment Link, Kampala (Uganda)

01/01/2019–Present

TEP Community Manager for Youth Organisations / Training & Development Officer

UNICollaboration (Self employed contractor), Leon (Spain)

- Providing outreach with Youth Organisations and relevant stakeholders
- Working closely with consortium partner to develop effective outreach activities, events and initiatives
- Developing training content for Youth Organisations
- Delivering training courses for Youth Organisations
- Supporting youth organisations to develop Transnational Exchange Projects
- Ensuring implementing youth organisations understand their responsibilities:
 - carrying out the pre- and post- M&E,
 - registering students to EVE,
 - guaranteeing connections have been made with facilitators
- Regular email contact (Skype or Zoom if requested) to check-in with youth leaders and to discuss the content for the sessions
- Debriefing youth leaders at the end of the TEP via email or Skype and reporting information to the M&E team.
- Collaborating with the Recognition Officer with regards to Badges
- Issuing YouthPass certificate for trainees and TEP participants
- Supporting all trainings with synchronous sessions as required and requested (in coordination with Facilitation Officers)
- Providing tutoring office hours during training periods

01/01/2019–31/07/2019

Project Coordinator

UNICollaboration (Self employed contractor), Leon (Spain)

- Manage weekly team meetings
- Set up and manage team communication tools
- Offer regular training on how to use communication tools, e.g. Slack, Asana, Google Calendar, etc.
- Liaise with Project Manager on tasks that need to be assigned and scheduled
- Manage all the information about implementation of TEPs in a Master Excel file in order to guarantee easy reporting, i.e. (with PM and LB) (Existing file)
- Manage EVE-UNICollaboration online communities (Facebook)
- Clean up and better organise the ErasmusVirtual GSuite folder in Drive (identify duplicates, order docs for ease of use)
- Propose and delineate clear protocols and procedures for using GSuite
- Update Document Links file
- Develop and launch intranet

01/01/2014–Present European Project Manager

Asociación Cultural Social y Educativa Segundas Oportunidades, Telde (Spain)

- Responsible for the development of projects.
- Coordination with Erasmus+, European Commission and National Agencies.
- Activity and resource planning
- Organizing and motivating a project team
- Controlling time management
- Cost estimating and developing the budget
- Ensuring customer/client/funder satisfaction
- Analyzing and managing project risk
- Monitoring progress
- Managing reports and necessary documentation
- Research
- Training & Development

01/06/2013–01/01/2018 Resource Development & Project Manager

Asociación Cultural Social y Educativa Segundas Oportunidades, Telde (Spain)

This position's primary responsibilities included:

- timely management of grant submissions and reports – including writing and editing assistance;
- donor development and relationship management;
- event planning; and
- database management and reporting.

01/06/2013–Present Youth Worker & Trainer

Asociación Cultural Social y Educativa Segundas Oportunidades, Telde (Spain)

Supporting young people experiencing difficulties and/or with fewer opportunities to access non formal training opportunities, mobilities and support services.

01/11/2008–Present Training and Development / English Teacher /Language Coach / Project Manager

Dixon Instructional Design & Project Management, Las Palmas de Gran Canaria (Spain)

- Instructional Design

- Educational Consultancy
- Business English teacher/coach
- Project Management

01/01/1998–31/10/2008 **Team leader / Educator / Youth Worker / Training & Development**
Coventry City Council, Coventry (United Kingdom)

Managing a team of educators, youth workers and residential social workers in service supporting young people and adults with various disabilities, young offenders and young people at risk of exclusion.

Planning and delivering training courses for staff and service users.

EDUCATION AND TRAINING

01/04/2019–Present **Advanced Excel**
UDEMY

13/08/2018–09/2018 **Certificate in Advanced Facilitation**
Soliya

01/04/2018–30/04/2018 **Certified Educator**
DuoLingo

01/10/2017–31/10/2017 **Erasmus+ General Overview. MOOC**
SALTO Youth

18/08/2017–25/08/2017 **C.O.D.E for Youth**
MITTETULUNDUSUHING VITATIIM, Narva (Estonia)

The project's direct objectives:

- to learn how to empower young people to assess their own competences, to communicate them and to take responsibility for their own learning and development within the context of lifelong learning;
- to learn how to promote a growth mindset and nurture motivation to learn in young people;
- to explore meanings, roles and complementarity of different educational approaches and methods (formal, non-formal, informal);
- to get insight on how to develop cooperation between youth organisations and formal educational institutions for the benefits of young people;
- to observe and share good practices of this cooperation;
- improve understanding of how to assess and acknowledge learning outcomes of young people involved in NFL activities.

01/05/2014–10/05/2014 **Behaviour Management**
ASOCIACIÓN CULTURAL SOCIAL Y EDUCATIVA SEGUNDAS OPORTUNIDADES,
Telde (Spain)

05/08/2011–07/11/2011 **Certificate in Business Analysis**
UDEMY

- 05/08/2010–11/2010 **Certificate in Business Management**
UDEMY
- 05/08/2010–15/12/2010 **Certificate in Business Strategy**
UDEMY
- 01/05/2010–31/10/2010 **Certificate in Business Coaching**
UDEMY
- 01/05/2008–31/10/2008 **CertTESOL**
Language Centre, La Garita (Spain)
- 13/05/2007–15/05/2007 **Transactional Analysis**
Coventry City Council
- 03/05/2006–10/05/2006 **Risk Assesment**
Coventry City Council
- 07/06/2005–10/06/2005 **Risk Management**
Coventry City Council
- 01/06/1999–03/06/1999 **Managing Difficult People**
Coventry City Council
- 01/09/1997–06/1998 **Certificate in Teaching Special Needs**
Tile Hill College

PERSONAL SKILLS

Mother tongue(s) English

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	B1	B2	B1	B1	B1
Arabic	A1	A1	A1	A1	A1
French	A2	A2	A1	A1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener and persuasive speaker
- Writing creative or factual
- Speaking in public, to groups, or via electronic media
- Excellent presentation and negotiation skills

Organisational / managerial skills

Management/Supervisory Skills

- Able to lead others in high-demand situations
- Experience of leading teams of 20+ members
- Delegating tasks or responsibilities
- Demonstrated leadership
- Evaluating performance, programs, processes, or events
- Extensive experience providing project management and consulting services in Erasmus+ projects
- Group facilitating, managing group interactions
- Planning, budgeting, goal setting, or scheduling
- Proven leadership and organizational abilities
- Strongly committed to team-building and staff development
- Supervising people or processes
- A genuine desire to achieve, excel and evolve
- Ability to grasp new ideas and integrate them into desired results
- Ability to work independently in a fast-paced environment
- Able to coordinate several tasks simultaneously
- Able to handle challenges, with proven history of increased productivity
- Able to prioritize and operate proactively
- Analyzing situations or data

Job-related skills**Business Skills**

- Possess entrepreneurial spirit
- Competitive attitude

Problem Solving Skills

- Combine patience, determination, and persistence to troubleshoot client issues
- Dynamic, results-oriented problem solver
- Easily understand and solve technical problems
- Handling complaints from parents, clients, customers, or citizens
- Skilled at evaluating options and generating solutions
- Strong problem-solving and analytical skills
- Troubleshooting equipment or situations

Multicultural/Diversity Skills

- Culturally sensitive and internationally traveled leader
- Experienced in successful management of diverse groups of people
- Proven adaptability to differing cultural and business environments
- Ability to talk and conduct business in 2 languages

Teamwork/Team Player skills

- Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times
- Thrive in a team environment and work well with others
- Enjoy working as a team member as well as independently
- Team leader and team player

Data Management/Office Organization Skills

- Calculating numbers
- Compiling data or facts
- Record keeping

- Updating information or records
- Well-versed in all aspects of customer conversion and accounting

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Google Educator

ADDITIONAL INFORMATION

Projects **Project Manager of Keeping Youth Safe from Cyber-Bullying** (Erasmus + KA2 Cooperation for innovation and the exchange of good practices)

The project had a positive impact on the persons directly or indirectly involved in activities, resulting in the development and implementation of innovative practices at organisational, local, regional, national and European levels, regarding innovative approaches for addressing vulnerable youth, by providing improved practices in fighting against cyberbullying in online environments.

An academic research paper, training course and tool kit were outputs of this project.

Projects **Project Manager of Virtual Collaboration and Efficiency for Youth Organisations** (Erasmus+ Strategic Partnership Project)

To explore different existing competence models and platforms to help youth workers to become efficient and effective in today's climate of realities and priorities;

To develop skills of youth organisation to organise effective models for communication, project management, project development, supporting young people online, reaching a wider audience of youth;

To exchange good practices and experience in digitalising our organisations; To explore together ways how to be prepared for challenges and how to work with limited budgets effectively and efficiently;

To develop a sustainable and effective model of youth work for youth organisations using online cloud based platforms, online communication and social media as tools.

To develop network on international and regional levels.

To develop ways to work virtually to reach more young people, communicate with other organisations more effectively and become more efficient organisations.

Projects **Project Manager of Hate's Journey** (Erasmus+ Strategic Partnership)

This project aimed to research, gather opinions from young people and professionals and create a training course designed to empower young people to make informed decisions about how they interact with the world and an understanding that we have more in common than in difference and should celebrate our uniqueness and similarities and an understanding of how young people can become radicalised and how we can prevent it through empowerment and giving them a voice.

Projects **Project Manager of Intercultural Competences for Youth Workers** (Erasmus+ Strategic Partnership)

The 18 month ICY-project aimed to improve social inclusion in youth groups by training youth workers and coaches in intercultural competence. Transnational job shadowing, training and the development of training methods and a tool kit were an output of this project.

Publications **Publication:** Digital Outing as a Mediator in the Digital Behaviour Regulation and Internet Content

Awareness

Publisher: BRAIN, Broad Research in Artificial Intelligence and Neuroscience

ISSN: 2068-0473

- Publications** **Publication:** KEEPING YOUTH SAFE FROM CYBERBULLYING A PRACTICAL HANDBOOK (Book)
ISBN: 978 - 605 - 242 -
View on [Researchgate](#)
- Publications** **Publication:** Physical self-schema acceptance and perceived severity of online aggressiveness in cyberbullying incidents
Publisher: Journal of Interdisciplinary Studies in Education
- Publications** **Publication:** The role of internet content awareness, emotional regulation and online duality in predicting helping attitudes disposal of youth bystanders towards victims in hate speech situations
Publisher: Revista Romaneasca pentru Educatie Multidimensionala
- Publications** **Publication:** A predictive model of youth bystanders' helping attitudes
Publisher: Lumen Research Centre
Article interest area: Educational Challenges in Pandemic Times
- Publications** **Publication:** Virtual Learning, Connection in a Crisis
Publisher: Medium
[Link to article](#)
- Publications** **Publication:** Critical Thinking, a Solution to Populism?
Publisher: Medium
[Link to article.](#)
- Publications** **Publication:** Emotional Intelligence in Youth Work
Publisher: Medium
[Link to article](#)
- Presentations** **Title:** The Cyberbullying Project in a Nutshell
Event: Keeping Youth Safe From Cyberbullying, Final Event
Place: CNP Dave, Belgium
[Related document\(s\): programme_CB_26nov2018.pdf](#)
- Presentations** **Presentation:** "The role of internet content awareness and emotional regulation in predicting helping attitudes disposal of youth bystanders towards victims in hate speech situations"
Conference: 2020 ATEE Winter Conference. (accepted)

ATTACHMENTS

- programme_CB_26nov2018.pdf

programme_CB_26nov2018.pdf 



Erasmus+ European project

Keeping Youth Safe from Cyberbullying

Final Event - 26th Nov. 2018

CNP St-Martin, Dave (BE)

PROGRAMME



Erasmus+

- **8:30 AM** SIGN-IN AND WELCOME COFFEE
- **9:00 AM** WELCOME FROM HOSTS
Mr Benoit Folens, Managing Director and Dr Serge Mertens de Wilmars, Head Physician
- **9:10 AM** ERASMUS+ AND EUROPEAN FUNDING SUPPORT FOR PROJECTS - Mr Onur Tahmaz
THE CB YOUTH PROJECT IN A NUTSHELL - Mr Daniel Dixon
- **9:30 AM** POLITICAL STATEMENT - Mrs Marie-Martine Schyns, Minister of Education
- **9:50 AM** PARTNERS' VIEWS
Chairperson : Dr François-Xavier Polis
 - Short introduction of the partner's institution and concerning about Cyberbullying
 - Role and impact of the project for the partner and network
 - What will happen after with the outcomes? – Impact on the network around - and the dynamic inside at EU level
- **10:30 AM** COFFEE BREAK
- **11:00 AM** SCIENTIFIC LECTURES
 - Cyber Bullying in Turkey : Schools and Teachers - Prof.Dr. Asude Bilgin, Uludağ University of Bursa
 - Cyberbullying - research conclusions - Dr. Dana Rad
 - Aggressor - Victim - Bystander psychological aspects - Dr. Sonia Ignat
 - Psychological determination on violence in school - Dr. Tiberiu Dughi, Dr. Vancu Gabriela
 - Psychological methods in preventing cyberbullying effects in school - Dr. Gabriela Kelemen
 - Are personality traits, psychosocial characteristics, sociodemographic and sociocultural indicators predictors of cyberbullying? - B.Sc. Jelena Joosten from Maastricht University
 - Cyber Bullying in Greece: from an ambulatory center for adolescents - Mrs Margarita Moraitou, Director KEPSIPI
- **12:10 PM** KEY NOTE SPEAKER : Mr Christophe Butstraen
- **12:50 PM** QUESTIONS & ANSWERS
- **12:55 PM** CONCLUSION - Prof.Dr. Asude Bilgin, Mr Benoit Folens
- **1:00 PM** LUNCH



ULUDAĞ
ÜNİVERSİTESİ
Eğitimde Özgün, Düşüncede Özgür

