

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name TRIMAILLE Isabelle
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Nationality French
Date of birth 18 10 1964

WORK EXPERIENCE

- Dates (from – to) **SINCE 2005**
- Name of employer Centre National de la Fonction Publique Territoriale, Strasbourg then Paris
- Type of business or sector Training, Public sector
- Occupation or position held Senior Project Manager
- Main activities and responsibilities
 - Analyzing new legislation and implementing training for CEOs of local authorities
 - Representation

- Dates (from – to) **2003-2005**
- Name of employer Coventry University, UK
- Type of business or sector Commercial affairs department of University
- Occupation or position held Senior Project Manager
- Main activities and responsibilities Managing project aiming at creating a single innovation audit tool for business advisers when they assist SMEs; managing all the aspects of the projects incl. finance, planning, partnership, IT, marketing, etc.

- Dates (from – to) **08/1999 TO 03/2003**
- Name of employer Engineering Employers Federation (EEF) West Midlands, UK
- Type of business or sector Employers federation, 1300 businesses in manufacturing, engineering and technology-based industry
- Occupation or position held Adviser to the Chief Executive for regional and international affairs and manager of European projects
- Main activities and responsibilities
 - Representation of business interests at regional development agency, regional assembly, local authorities, Government Office, etc; reply to public policies consultations
 - Comparative study of productivity issues in the UK and in Japan
 - Consultancy for projects evaluation for the consultancy branch of the organization
 - Management of e-learning project

- Dates (from – to) **12/1996 TO 08/1999**
- Name of employer CEFAR-MEDEF direction de la formation, agence Leonardo da Vinci, Paris, FR
- Type of business or sector Employers federation training division + Leonardo da Vinci agency
- Occupation or position held Head of the Leonardo da Vinci agency

- Main activities and responsibilities Assistance and advice to potential projects and monitoring of 100 approved projects, representation of the EC in France for events and promotional activities
Contribution to several thematic conferences with the Commission and other national agencies, selection of projects for these conferences, chairing of workshops, etc
- Dates (from – to) **OCT 95 TO DEC 96**
- Name of employer European Commission, EMCDDA (European Monitoring Centre for Drugs and Drug Addiction), Lisbon, Portugal
- Type of business or sector European agency
- Occupation or position held Lawyer
- Main activities and responsibilities Adviser to the Director and Analysis and exhaustive compilation of legislation of the EU member States
- Dates (from – to) **JULY-AUG 96**
- Name of employer Organization for Security and Cooperation in Europe, Vienna , Austria, for work in Serbia and in Bosnia
- Type of business or sector European organization
- Occupation or position held Legal officer
- Main activities and responsibilities Organization of elections for refugees, first in Serbia, then in Bosnia
Supervision of organization of polling stations with local authorities, parties and refugees representatives
(At the end of my mission, chosen to accompany a bus of 40 Americans from a village in Bosnia until Vienna across several closed borders.)
- Dates (from – to) **APR93 TO OCT 95**
- Name of employer United Nations, Vienna International centre, PO Box 500, 1400 Vienna, Austria
- Type of business or sector International organisation
- Occupation or position held Legal officer
- Main activities and responsibilities Legal activities, advice to government on adequacy of national legislation to international treaties; drug control programme
- Dates (from – to) **SEP 91 TO APR 93**
- Name of employer *Institut pour la recherche et l'education permanente (institute for research and lifelong learning)*, Belfort, France
- Type of business or sector Research +evaluation of public policy for local authorities
- Occupation or position held Manager of social and training policy evaluation and technical assistance for local social and training programmes
- Main activities and responsibilities Monitoring local training programmes co-funded by local authorities and the EC, incl. innovative actions, mainly activities supporting long term unemployed and deprived young people
Comparison of such policies in Europe
Research into local/territorial development issues, link social/economics
- Dates (from – to) **SEP 91 TO APR 93**
- Name of employer University of Franche Comté, France
- Type of business or sector University
- Occupation or position held Part-time lecturer, same period as above
- Main activities and responsibilities Teaching + drafting of a development plan and curriculum for the new faculty

EDUCATION AND TRAINING

- Date June 1995
- Name and type of organization providing education and training Open University (UK)
- Principal subjects/occupational skills covered Management
- Title of qualification awarded Certificate in management: *Effective Manager*

- Date Oct 1990
- Name and type of organization providing education and training University of Paris-Paris II
- Principal subjects/occupational skills covered International administration/Law of international organizations and international law
- Title of qualification awarded DESS *Diplome d'Etudes Superieures Specialisees*
- Level in national classification Post Master's degree

- Date Sep 1989
- Name and type of organization providing education and training University of Paris-Paris XI
- Principal subjects/occupational skills covered Human Rights
- Title of qualification awarded DEA *Diplome d'Etudes Approfondies*
- Level in national classification Post Master's degree

- Date June 1988
- Name and type of organization providing education and training University of Paris-Paris II
- Principal subjects/occupational skills covered Law
- Title of qualification awarded Master's degree (*French maîtrise*)

PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

French

OTHER LANGUAGES

English

- Reading skills Fluent
- Writing skills Fluent
- Verbal skills Fluent

German

- Reading skills Good
- Writing skills Basic
- Verbal skills Good

Spanish

- Reading skills Good
- Writing skills Basic
- Verbal skills Good

Italian

- Reading skills Basic

SOCIAL SKILLS AND COMPETENCES

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

I have enjoyed working in a multicultural environment first as a student then in various positions I've held, at the UN, the EC and in my role in Leonardo da Vinci (European-wide program for innovation in vocational training) where I was working very closely with fellow agencies from 30 European countries, from Norway to Spain and from Eastern European countries to Ireland.

I like organizing events for friends and colleagues.

Also see below

ORGANISATIONAL SKILLS AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

One of my most challenging tasks was to organize the elections for refugees in Serbia and in Bosnia after the war in 1996. We were only 30 of us in teams of 2 and without any support from headquarters. The success of our operations depended totally on our ability to identify critical issues, make quick judgments and establish good working relationships with all involved, especially local authorities and representatives of refugees.

At the UN I was coordinating a team of 28 including heads of units.

Voluntary activities: in English: I used to be a member of the local committee of the British federation of women graduates (BFWG), a member of the Council of Birmingham University, a member of the Board of Warwickshire College, a member of the Institute for Public relations and of the local Speakers' Club.

TECHNICAL SKILLS AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

I attended IT update courses on a regular basis.

As a project manager I was in charge in the UK of a European project for Learning Management Systems for e-learning projects

ARTISTIC SKILLS AND COMPETENCES

Music, writing, design, etc.

Photographer-exhibitions in Paris and Rome, 1998 and 1999

Winner of photo-clubs competitions

Music: class in African drumming, 2008-2011