

Jennifer NEILZ

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Email : jennyn@multimedia.org.mk
Born in Paris, 27/05/1981
French



EDUCATION

- 2004-2005: **Masters in the “Expert in European Relations” program**, upper second class honours
Postgraduate qualification: European funds and programmes, project management, communication
University of Franche-Comté, Besançon, France
- 2003-2004: **MA in European Studies**, upper second class honours
European integration: history, economics, law, geography.
University Paris IV-SORBONNE, Paris, France
- 2002-2003: **MA in foreign languages applied to Trade**, upper second class honours
University Paris IV- SORBONNE, Paris
- 2001-2002: **BA in foreign languages (English and Spanish)**, lower second class honours
John Moore University, Liverpool, United Kingdom (1st Semester)
University Paris IV-SORBONNE, Paris, France (2nd semester)

EXPERIENCE

- 01/08/06 – 30/07/07: Volunteer (European Voluntary Service, EVS) in the NGO **Performing Arts Center PAC Multimedia** in Skopje, Republic of Macedonia. In charge of updating and redesigning of the website; helping in the search for grants and the application procedures; assisting with the organisation and follow-up of projects (conferences, debates, festivals).
- 01/03/06 – 30/06/06: Project leader (internship) in the NGO **European Volunteer Centre** (CEV) in Brussels, Belgium. In charge of the application process for a project under the YOUTH Programme; assisting with CEV publications and compilation of the monthly newsletter; updating of databases and website; contributing to the organisation of seminars; assisting with research, policy work, lobbying strategies, monitoring of EU policy debates and development of networking.
- 02/05/05 – 29/07/05: Project leader (internship) in the **Cultural Contact Point** of the European Commission in Bulgaria. Split of the tasks between the **Euro-Bulgarian Cultural Centre** in Sofia and the **Ministry of Culture and Tourism** of Bulgaria. In charge of assisting with the organisation of a conference in Varna dealing with performing arts in enlarged Europe; working in synthesizing European programmes in cultural matters and studies on cultural policies in Europe; help in the organisation of the projects of the Centre.
- 13/04/04 – 30/06/04: Project leader (internship) in the **Direction des Affaires Culturelles de la Mairie de Paris (Department of Cultural Affairs of the Paris town council)**, in the Amateur Artistic Education Service. In charge of grant applications, follow-up of administrative procedure; work in synthesizing various legal and financial data concerning the associative domain, as well as the issue of amateur artistic education in Paris.
- 05/05/04 – 04/07/04: Researcher (internship) in the documentation service of the economic magazine **Le Nouvel Economiste** in Meudon, France.
- 01/09/02 – 30/09/02: Intern in charge of articles translations and online recruiting of journalists and editors of the British online press agency **European Press Network**, Paris, France.
- 15/06/02 – 15/08/02: Intern in charge of marketing and communication in the British online press agency **European Press Network**, Paris, France.

LANGUAGES

- **French**: mother tongue
- **English**: general and commercial, fluent, working knowledge.
- **Spanish**: general and commercial, fluent.
- **Macedonian**: elementary level

OTHER SKILLS

- **Word, Excel, PowerPoint, Outlook, Internet**: very good skills
- **Access, Publisher, FrontPage, Dreamweaver**: proficient level

INTERESTS

Music: Postgraduate degree in piano studies (2001); Postgraduate degree in music studies (1997); organisation of piano concerts; extra-teaching lessons in music theory and piano to pupils of the music academy of Fontenay sous Bois, France (1999-2004)

Associative experience: vice-secretary of the association **REPÈRE** (“Réseau d’Etudiants et Professionnels en Relations Européennes”, network of students and professionals in European relations): organisation of conferences, participation in the 2005 Associations Forum of Besançon in partnership with the Franche-Comté *Info Point Europe*.

Travel: UK, Spain, The Netherlands, Belgium, Italy, Greece, USA, Finland, Poland, Czech Republic, Hungary, Romania, Bulgaria, Macedonia, Slovenia, Serbia.

Other: literature, exhibitions, museums, concerts and performances.