

Curriculum Vitae



Personal information

Name **Ing. PhDr. ZDENKA HAVRLIKOVA**
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Work experience

Areas of expertise

EDUCATION (quality improvement of formal & non-formal education, transfer of innovations, capacity building of teachers, inclusive education, digitalization, key competences, policy)
SOCIAL INCLUSION & EQUAL OPPORTUNITIES (inclusion of vulnerable groups, gender equality, age management, women's economic empowerment)
LABOUR MARKET (support for vulnerable unemployed groups, career coaching, flexible forms of employment)
ENTREPRENERUSHIP & SOCIAL INNOVATION (ecosystems for social entrepreneurship, business counseling, capacity building, global networking, service innovations in NGO sector)
COMMUNITY DEVELOPMENT (social justice, civic education, human rights)

Dates 2/2019 - present

Occupation or position held **FOUNDER & SOCIAL IMPACT LEADER**

Main activities and responsibilities

- AVITEUM is a **consulting & education social impact company** which creates effective solutions to help purpose-driven organisations as well as individuals to maximise their potential and reach social impact to build a better future for everyone.
- strategic management, consultancy, social impact network building, project design
- **consultancy in 3 fields (Growth Lab: strategic planning, capacity building, skill development / Grant Lab: project idea development, grant writing / Project Lab: process design, project management, monitoring & evaluation).**

Name and address of employer **AVITEUM** (<http://aviteum.com/>)

Type of business or sector Social impact company, Prague-based, Global reach

Dates 11/2010 - present

Occupation or position held **EXTERNAL EVALUATION EXPERT, ARBITER, QUALITY ASSESSOR OF PROJECT OUTPUTS**

Main activities and responsibilities

- **assessment of project proposals** for the European Union: EACEA (ERASMUS+ KA 3: Support for Policy Reform, Social Inclusion) and within several operational programmes funded by the European Social Fund for Czech Ministry of Labour and Ministry of Education
- assessment of project proposals within programmes focused on gender equality and equal opportunities in the scope of the EEA and Norway Grants
- **conducting arbitrations and expert quality assessments of project outputs**
- Thematic areas of assessment: **education (primary, secondary, vocational, adult education), equal opportunities, employment, entrepreneurship, capacity building, social innovation, social services and social work, social inclusion, migration, gender equality, economic empowerment, community development, science and technologies.**

Name and address of employer **EACEA (Education, Audiovisual and Culture Executive Agency in Brussels)**
ERA.Net RUS Plus, Ministry of Labour and Social Affairs of the Czech Republic
Ministry of Education, Youth and Sports of the Czech Republic
Open Society Fund, Regional county councils in the Czech Republic

Type of business or sector	Public sector, European Union
Dates	7/2018 – 12/2018
Occupation or position held	BUSINESS COUNSELLOR (COMMUNITY SOLUTIONS PROGRAM FELLOWSHIP)
Main activities and responsibilities	<p>Fellowship within the Community Solutions Program: a professional leadership program for community leaders worldwide managed by IREX and funded by the U.S. Department of State (https://www.irex.org/project/community-solutions)</p> <ul style="list-style-type: none"> ● supporting the development process of business counseling services provided to women and minority entrepreneurs in New Orleans ● one-on-one business counseling/coaching to start-up entrepreneurs ● implementing business development training programmes
Name and address of employer	Good Work Network , 2028 Oretha Castle Haley Blvd., New Orleans, Louisiana, USA
Type of business or sector	NGO
Dates	6/2017 – present
Occupation or position held	INDEPENDENT PROJECT DESIGNER, CONSULTANT AND COACH
Main activities and responsibilities	<p>Professional project design, consultancy and coaching services for NGOs, private companies and public sector in the fields of: education (VET, primary & secondary education, youth, adult), employment, social entrepreneurship and innovations, capacity building, civil society cooperation, community development, social services, work-life balance, equal opportunities, age management.</p> <ul style="list-style-type: none"> ● grant monitoring and consulting ● creative project design ● project management and implementation (strategic planning, grant management, financial management, HR management) ● coaching for organisations & individuals (career, personal, business & executive coaching) in English/Czech ● Website: http://www.havrlikova.cz/
Occupation or position held	11/2008 – 12/2020 PROJECT MANAGER, CAREER COACH, TRAINER, EVALUATOR, RESEARCHER
	<ul style="list-style-type: none"> ● managing national and international projects focused on professional and personal development, quality improvement in education, development of new teaching and learning tools, support for entrepreneurship and employability, promotion of equal opportunities and intergenerational cooperation ● personal and career coaching and counselling for parents returning to the labour market ● creating methodological materials, comparative and analytical studies, designing surveys ● designing and evaluating educational programmes and courses (for parents returning to the labour market, NEETs, 50+, teachers, pupils, HR managers and company managers) ● providing training in the field of project management, personal and career development, work-life balance and flexi management consulting provided to employers and parents ● project team leading, budgeting and financial management ● designing project proposals within the programmes funded by the European Social Fund (ESF), LLP, ERASMUS+, Visegrad Fund, Interreg CENTRAL EUROPE, EEA and Norway Grants ● PR activities, online marketing and social media management ● project consultancy for external clients <p>Project portfolio: http://www.havrlikova.cz/reference-projects/</p>
Name and address of employer	Channel Crossings s.r.o. , Thámova 32, 186 00 Praha 8, Czech Republic
Type of business or sector	Educational services, SME, national & European reach
Dates	1/2011 – 12/2020
Occupation or position held	PROJECT MANAGER, EDUCATION SPECIALIST AND RESEARCHER

Main activities and responsibilities	<ul style="list-style-type: none"> ● designing and managing international projects (LLP, Erasmus+, Visegrad Fund) ● developing methodologies and new learning and teaching tools ● research work, conducting analytical studies, network development, facilitation and moderation ● course and training design and implementation <p>Main areas of interest: support for youth employability and (social) entrepreneurship, support for youth leaders; capacity building; strategies for development of gifted and talented children, teacher training; gamification, development of ICT-based learning tools; adult education and training, fostering motivation for LLP; tackling gender and other stereotypes, support for multiculturalism; impact evaluation etc.</p> <p>Project portfolio: http://www.educentrum.eu/</p>
Name and address of employer	EDUcentrum , z.ú., Vrážská 238/8, Praha 5, Czech Republic
Type of business or sector	Non-governmental organization, national & European reach
Dates	10/2007 – 11/2008
Occupation or position held	EDUCATION MANAGER
Main activities and responsibilities	<ul style="list-style-type: none"> ● developing, implementing and monitoring lifelong learning programme for the printing industry ● analysing educational needs, designing courses and their implementing ● project processing (professional re-qualification, preparation of ESF project) ● organising customized in-house trainings, conferences, team buildings
Name and address of employer	Print Media Academy ČR a.s., 17. listopadu 237, 530 02 Pardubice, Czech Republic
Type of business or sector	Educational and technological organisation, printing industry
Dates	8/2002 – 8/2007 (part-time job)
Occupation or position held	COORDINATOR, TRANSLATOR, LANGUAGE TEACHER
Main activities and responsibilities	<ul style="list-style-type: none"> ● Coordinating international ice hockey teams, interpreting ● Technical translations ● Teaching German and Russian language in individual and group courses
Name and address of employer	Challenger Hockey s.r.o. , Praha 6 / Duve ČR , s.r.o., Příbram / J. S. Agency , Příbram
Type of business or sector	Organizer of sport events / Automobile and building industry / Language school

Education and training

Dates	2/2010 – 2/2012
Title of qualification awarded	Ing.
Principal subjects	Major in Business Economics and Management, Minor in Entrepreneurship in SME
Name of education provider	University of Economics, Faculty of Business Administration
Level in international classification	ISCED 5A
Dates	2008 – 2019
Title of qualification awarded	Course certificates

- Principal subjects
- 2019-2020 Capacity building courses (U.S Embassy in Prague, Google)
 - 8-12/2018 Community Leadership Institute (Washington DC, USA)
 - 10/2018 Global Leadership Forum (USA, Charlottesville)
 - 5/2016 ISYEC2016 (Workshop leader - Intern. Symposium on Youth Employment Challenges)
 - 9/2013-9/2014 Certified Coach Training Programme, 105 hrs. (FBE)
 - 10/2013-3/2014 In-service Training in Career Counselling and Career Development (Stockholm University a Centrum Euroguidance)
 - 5/2014 Study visit: Quality Management Systems at Education Centers – Sanliurfa (Turecko)
 - 5/2013 Social Art Project Management Course – Iasi (Rumunsko)
 - 7/2012 International conference EDULEARN12 (Spain, IATED)
 - 11/2011 European Project Management (Italy, Pixel Associazione)
 - 4/2011 Study visit: Innovation priorities: Quality, CLIL and ICT (Spain, Basque Education Dep.)
 - 2009 – 2011 Soft skills courses (Leadership, Time management, Project management, Change Management, Negotiation Skills, Dealing with clients, MBTI typology etc.)
 - 9/2010 Methods and techniques for project management (Czech Rep., AIT)
 - 8/2010 English language course for managers (UK, EAC Language Centre)
 - 9/2009 Leonardo contact seminar (UK, UK National Agency - Ecorys)
 - 9/2009 – 12/2009 University of Economics and Management (Quality Mng., Strategic Mng.)

Dates 9/2001 – 5/2007

Title of qualification awarded PhDr. (Doctor of Philosophy), Mgr. (Master)

Principal subjects Teaching of German language and literature – Russian language and literature

Name of education provider **Charles University in Prague, Faculty of Education**

Level in international classification ISCED 5A

Dates 9/2006 – 2/2007 (Baden-Wurttemberg Stipendium)

Principal subjects German as a foreign language, Slavonic philology – Russian language, Interpreting

Name of education provider **University of Heidelberg**, Faculty of Modern Languages, Germany

Dates 9/2005 – 1/2006 (Scholarship)

Personal skills

Mother tongue **Czech**

Other languages

European level (CEFR)

English

German

Russian

French / Spanish

Understanding

Listening

Reading

C2

C2

C2

C2

C2

C2

A2

A2

Speaking

Spoken interaction

Spoken production

C2

C2

C2

C2

C2

C2

A2

A2

Writing

C2

C2

C2

A2

Social and organisational skills and competences Creative, communicative, systematic, self-motivated, able to work individually as well as in multinational teams, leadership and management skills, responsible and goal-oriented, able to multi-task

Computer skills and competences Advanced user: MS Office (Excel, Word, PowerPoint), G Suite, Basecamp, WordPress, Photoshop, Gimp, Thunderbird, cloud apps

Interests Southeast Asia, Yoga, Mindfulness, Personal and Professional Self-development

Driving licence B driving licence