



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Robinson Angela**
 Address(es) 157 Henke Court, Cardiff, CF10 4EL, UK
 Telephone(s) +44 (0) 2920 204458 Mobile:
 E-mail arobinson@cardiff.gov.uk
 Nationality British
 Date of birth 02.04.81
 Gender Female

Desired employment / Occupational field

European Policy Officer

Work experience

Dates **October 2005 - Present**
 Occupation or position held **National Management Trainee**
 Main activities and responsibilities Policy Development, Project Management, R&D (Bus Station), Improving Customer Service, Event Management, Supporting External Networks (SOLACE, UDITE)
 Name and address of employer Cardiff Council - County Hall, Cardiff, CF10 4UW
 Type of business or sector Local Government

Dates **July 2004 – October 2005**
 Occupation or position held **Catering Work and Travel** (S. America, New Zealand, China)

Dates **January 2004 – July 2004**
 Occupation or position held **Education Administrator**
 Main activities and responsibilities Organising Short Courses, Minute -Taking, Reception Duties
 Name and address of employer Glenside Campus (UWE), Stapleton, Bristol, BS16 1DD
 Type of business or sector Higher Education

Education and training

Dates **September 2006**
 Title of qualification awarded **European Co-citizenship educations/European Community Colleges: Schools for Europe Community College (SECC III), Denmark, 2006**
Cultures in Dialogue, Denmark 2005
Received an accredited award for European co-citizenship by co-citizenship.eu

Principal subjects/occupational skills covered Active participation in debates, working and actions on EU issues
 Team work focusing on a constructive outcome
 Utilization of non-formal learning methods

Name and type of organisation providing education and training Association for Community Colleges

Level in national or international classification EQF for a European Co-Citizenship Education (level 5, see www.co-citizenship.eu)

Dates **September 2005 - Present**
 Title of qualification awarded **Postgraduate Diploma in Local Government Management**



Principal subjects/occupational skills covered
 Name and type of organization providing education and training
 Dates
 Title of qualification awarded
 Principal subjects/occupational skills covered
 Name and type of organisation providing education and training

At time of writing modules completed in: Leadership and Multi-Level Governance, Policy Making in the Public Sector, Public Finance and Budget Management
 Warwick University Business School, Improvement & Development Agency
 October 2005
Middle Management Development Programme
 Customer Service, Communication, Developing People, Resolving Conflict
 Council In-House Courses: Report Writing, Presentation Skills, Managing Sickness and Absence, Equality and Diversity
 Institute of Leadership and Management (ILM), Cardiff Council

Personal skills and competences

Mother tongue(s) **British**

Other language(s)

Self-assessment
European level ()*

German
French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User

(*) *Common European Framework of Reference for Languages*

Social skills and competences

Intercultural communication by engaging with others, mediation (SECC III)
 Involvement and contribution in debate, ability to improvise (SECC III)
 Open-mindedness, empathy, listening and supporting others, valuing others (SECC III)
 Self reflection, evaluation (SECC III)
 Curiousness to explore and learn (SECC III)

Organisational skills and competences

Helped to organise the first SOLACE Wales Graduate Public Sector Seminar, the Council's first International Forum, Central Square Working Group Meetings and several Charity Events (agenda, speakers, venue, catering, entertainment, participants, sales, marketing, sponsorship, press releases).

Computer skills and competences

ITCC Qualifications in Word Processing, Desktop Publishing and Spreadsheets

Artistic skills and competences

Runner-Up in a Novel Writing Competition (Wales Category, 2006)

Driving licence

Full clean driving license