

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) Ingrid Halbritter
Address(es) Kromolj 86, BiH – 71000 Sarajevo, Bosnia and Herzegovina
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E-mail Ingrid.Halbritter@pharos-online.org
Nationality German
Date of birth April 27, 1966
Gender Female

Work experience

Dates	Since June 2009
Occupation or position held	Project Manager and Trainer at Pharos e.V. Stuttgart
Main activities and responsibilities	<ul style="list-style-type: none"> - Co-ordination of humanitarian aid projects in Bosnia and Herzegovina - Social work with extremely vulnerable people (Roma) in Sarajevo - Educational projects in the area of Education for Democratic Citizenship (EDC) - Trainer for outcome oriented planning of development projects with the logical framework approach - Co-ordinator for volunteer service in co-operation with Eirene International, Neuwied - Organisation of study trips in Bosnia and Herzegovina
Name and address of employer	Pharos e.V., Greutterstr. 61 A, 70499 Stuttgart, www.pharos-online.org
Dates	August 2008 – May 2009
Occupation or position held	Co-ordinator for EU simulation games in Southeast Europe at ifa Stuttgart
Main activities and responsibilities	<ul style="list-style-type: none"> - Co-ordination of the entire project in 7 SOE-countries - Organisation of simulation games in BiH, Montenegro, Kosovo, Albania and Macedonia
Name and address of employer	Institut für Auslandsbeziehungen (ifa), Charlottenplatz 17, 70173 Stuttgart, www.ifa.de
Type of business sector	Not for profit/development aid
Dates	May 2007 – July 2008
Occupation or position held	Freelance project manager and trainer
Main activities and responsibilities	<ul style="list-style-type: none"> - Management (concept development, planning, budgeting, evaluation) of educational projects in the field of democratisation - Trainer for project management and Education for Democratic Citizenship - Co-ordination of humanitarian aid projects
Type of business or sector	Not for profit/development aid
Dates	March 2004 till May 2007
Occupation or position held	Peace Consultant, seconded by EIRENE International to the NGO D@dalos Sarajevo

Main activities and responsibilities	<ul style="list-style-type: none"> - Management of the education Program - Fundraising - Co-ordination of projects and activities - Reporting, documentation and public relations - Training activities
Name and address of employer	EIRENE International, Engerser Str. 81, D -56564 Neuwied, URL: http://www.eirene.org
Type of business or sector	Not for profit/development aid
Date	Mai 2000 till March 2004

Occupation or position held	Project Manager
Main activities and responsibilities	<ul style="list-style-type: none"> - Management of the education program - Fundraising - Co-ordination of projects and activities - Reporting, documentation and public relations - Training activities

Name and address of employer	D@dalos Sarajevo, Aleja Lipa 57, BiH – 71000 Sarajevo, URL: http://www.dadalos.org
Type of business or sector	Not for profit/development aid
Date	April 1997 till April 2000

Occupation or position held	Project manager for peace education work
Main activities and responsibilities	<ul style="list-style-type: none"> - Development of concepts of international peace education projects - Fundraising - Planning, co-ordination and implementation of projects - Reporting and documentation - Public relations (print media, film, events)

Name and address of employer	Kinderberg International, Charlottenplatz 17, D – 70173 Stuttgart, URL: http://www.kinderberg.org
Type of business or sector	Not for profit/development aid

Education and training

Dates	September 1989 till February 1997
Title of qualification awarded	Master Degree
Principal subjects	Political Science and Rhetoric
Name and type of organisation providing education and training	University of Tübingen/Germany
Dates	February till August 1989
Title of qualification awarded	State-approved translator and interpreter for French
Name and type of organisation providing education and training	Private state-approved language school of the English Institute in Heidelberg/Germany
Dates	September 1987 till September 1988
Title of qualification awarded	State-approved business correspondent for French
Name and type of organisation providing education and training	Private state-approved language school in Stuttgart
Dates	1974 till 1985
Title of qualification/occupational skills	Baccalaureate
Name of type of organisation	Grammar school Leinfelden-Echterdingen

Personal skills and competences

Mother tongue(s)

German

Other language(s)

English, French, Serbo-Croatian

Self-assessment

European level ()*

English

French

Serbo-Croatian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user

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

Social skills and competences

- team spirit
- conflict analysis and resolution
- empathy
- constructive communication
- adaptable to cultural contexts

These skills have been achieved during my 2 year stay in France (1985 – 87) and my professional activities in Southeast Europe since 1998 as well as through training.

Organisational skills and competences

- managing and motivating personnel
- systematic planning and managing of complex projects
- independent and self-organised work, based on problem resolution
- experienced with budgeting and financial reporting

Technical skills and competences

Basic technical problems in the office/household/car can be resolved

Computer skills and competences

Advanced user of standard Microsoft software (Office)
Experienced in the use of the Internet and electronic communication

Artistic skills and competences

Music (Piano, violin)

Other skills and competences

- Perseverance
- Ability to work under pressure and in difficult environments
- Fearless with respect to new tasks in difficult environments

Driving licence

Passenger car and motorbike

Additional information

Reference upon request