

LECLERC Elise

Nationality : French

Date of birth : 17/10/1976

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PROFESSIONAL EXPERIENCE :

Oct.02- Feb.04: **Coordinator of the SWICN Computer Clubhouse, Dublin 8**

Apr.02-Sept.02 : **Consultant Project Manager**, South West Inner City Network, Dublin 8 :

- **Engineering and management of a European exchange for disadvantaged teenagers (15-18) of the south west inner city, entitled “Around Racism and Xenophobia, Paris-Dublin” (Funding of Project approved by the European Commission in July 2002):**

- Needs and targets definition
- Partnerseeking in Europe
- Budget planning
- Project engineering in cooperation with Saint Theresa’s Gardens drop-in centre Group Leaders, and with Youth Workers from Paris community organization “Association pour le Developpement et l’Orientation Scolaire”
- Project co-ordination between partner organisations and statutory agencies (Leargas in Ireland, INJEP in France)
- Promotion of the project for contributions in kind (French Embassy, Alliance Francaise, the Digital Hub)

- **Organizing and hosting of a public debate:** “the Nice Treaty and its consequences for areas like Dublin’s south west inner city”

- **Construction of the South West Inner City Network’s Web Site (online: www.swicn.ie)**

Nov.01-March.02: **Assistant Manager of European projects**, Ministry of Agriculture, Paris (2days/week)

- **General assistance in the monitoring of a European scale project**
- **Promotion of the project :** Conception of a brochure promoting the project for the “International Annual Meeting on Agriculture” (Paris, feb.2002)

Volunteer Project Manager, “Rouages” Students Organisation, Cergy

- **Leading of a team of 6 volunteers as President of “Rouages”**
- **Engineering and Management of a cultural trip for 25 students to Germany (dec.2001) on the theme of «Cross-boarder cooperation in the European Union »**

Feb.01-Aug.01:	<p><u>Technical Support Administrator</u>, Eircell, Dublin 16:</p> <ul style="list-style-type: none"> • Technical Support for Corporate Customers in Ireland • Training of a team of three administrators for Technical Support • Audits for Corporate Companies • Day to day administration duties
Sept.99-Feb.01 :	<p><u>Volunteer Youth Worker</u>, ADOS, Paris 18 (Community Development organization helping disadvantaged teenagers of African / North African origins, from 12 to 17 years old), 3 nights / week :</p> <ul style="list-style-type: none"> • Non-formal education school support (creation of a playful English workshop with videos, games...) • Creation and training of two girls Basket Ball teams over 1 year • Organization and management of a summer camp with the teenagers <p><u>Qualified University Teacher of English</u> (“Agregée”, full time):</p> <ul style="list-style-type: none"> • Teaching English Linguistics to adults (La Sorbonne Nouv. University) • Teaching English to secondary and high school disadvantaged teenagers, Paris suburb (Meaux) • Meeting regularly with parents and other teachers for an integrated approach of education at school • Studying theoretical and practical issues of formal / non-formal education for disadvantaged teenagers in urban areas

<u>TRAINING</u>	
Sept.01- April 02 :	<p><u>Post-Graduate Diploma in « European Project Management for Non-Governmental Organisations »</u>, Cergy-Pontoise Universite</p> <p><u>Subjects studied :</u></p> <ul style="list-style-type: none"> - Community Development and Socio-Cultural project management - Social policies across Europe - Project conception and monitoring - Finance and budget planning - Public relations - Communication / Marketing - Information Technology / Web Site construction & Html Language
1998-1999:	<p><u>Qualification to be a University Teacher of English (Agregation Externe)</u></p> <p><u>Qualification to be a Secondary & High School Teacher of English</u></p>
1997-1998 :	<p><u>Master’s Degree in American Arts and Literature</u> (William Faulkner)</p> <p>University of Reading (UK) (Erasmus_Programme)</p>
1996-1997 :	<p><u>Degree in English Art and Literature</u>, Paris X</p>
1993-1994 :	<p>A-Levels in Classic Literature, German, English, Latin and French</p>

LANGUAGE SKILLS : *1 - basic / 5 - high*

	Reading	Speaking	Writing
French	5	5	5
English	5	5	5
Spanish	4	4	4
German	4	2	4

Computer Skills : **Softwares :** Thorough knowledge of most common office software packages, Microsoft Office 2000 (Word, desktop publishing, Excel, Powerpoint)

Internet : Familiar with Outlook Express, Lotus notes

Web Site Construction : Thorough knowledge of FTP softwares, Microsoft website Publisher, Html Language, familiar with Dreamweaver

Hobbies : Foreign languages, Basket-ball, Clay and Wood Sculpture, playing the Piano, Books, Art Exhibitions, Cinema, Theater

NAMES AND ADDRESSES OF REFEREES

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Evan Moore	Managing Director of the South West Inner City Network, Carman's Court 14, Carman's Hall Dublin 8	01 473 21 41
Fabrice Nicol	Managing Director of ADOS Rue Polonceau 75018 Paris	00 33 1 42 54 84 74