



Europass Curriculum Vitae



Personal information

www.miraconsult.at

Surname(s) / First name(s)

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Website

www.miraconsult.at

Nationality

Austria

Date of birth

30.05.1959

Gender

Female

Work experience

Dates

01/2014 - development ongoing

Main activities and responsibilities

Generation Ökofair e.U.

www.generation-oekofair.com

Online and offline marketplace for sustainable and fair procurement and development of new work place for people in difficult living situations

- Management and innovation
- Support of people on the way to start-up
- Train and inform about relevant topics

Type of business sector

Trade, information, new business models

Dates

07/2012 – ongoing

Main activities and responsibilities

Liebocher Koffer Leit – sustainable and fair market place

www.liebocherkofferleit.com

- Co-Founder and Board Member
- Development and organization

Type of business sector

Regional craft development, fair trade and production

Dates

06/2011 – ongoing

Occupation or position held

Honorary Head of Tourism Association of Lieboch

www.tourismusverband-lieboch.at

Main activities and responsibilities

- Internal and external representation of the association
- development of sustainable tourism and economic and social wealth through tourism
- cooperation with local enterprises, organisation and municipality
- cooperation with regional, national and international tourism
- development of innovative, sustainable and ethical products according to the region
- marketing development (online / offline) and creation of brand

Type of business or sector

Tourism, sustainable regional development

Dates	09 / 2010 - ongoing
Occupation or position held	General partner, managing director D.M.A.T. Consulting KG
Main activities and responsibilities	<ul style="list-style-type: none"> • General management • Project development and implementation • Reporting and evaluation
Type of business or sector	Consulting, Training, Project Management
Dates	08 / 1999 - ongoing
Occupation or position held	OWNER, sole proprietor /Management Consultant , Business Mediator- miraconsult e. U., CMC (since 2002)
Main activities and responsibilities	<ul style="list-style-type: none"> • Consulting and supporting of SME and NGO (Foundation, Crisis Management, take-over and change processes, sustainable strategies, Co-operations & networks, CSR,) • National and EU Proposal development (RP7 and others), • Planning of and cooperating in interdisciplinary (international) projects in the field of risk management, disaster relief, business development and evaluation (EU, Austria, local) • Projects in the context of "Diversity, self-determined life, CSR, sustainability • Climate change and fair development in communities (local government) • development of sustainable, accessible & social tourism for SME, local and regional • planning and deducting of international disaster management trainings • eco-training local, (individual) training for people with disabilities, • Mentoring people for getting a (new) chance • Development of tools for sustainable tourism for all • Apprentice training / place for internships
Type of business or sector	Consulting
Dates	10 / 2001 - ongoing
Occupation or position held	Mediator, Miraconsult e.U. registered Mediator at the Austrian Ministry of Justice
Main activities and responsibilities	<ul style="list-style-type: none"> • Mediation in case of conflicts in and between enterprises, organizations, NGOs, • Mediation regarding diversity and equal opportunities • Crisis & conflict prevention in change processes, • Conflict prevention, e.g. Contract negotiations or team building
Type of business or sector	Business mediation / conflict resolution
Dates	1992 – 1998
Name and address of employer	Tagesmütter Graz-Steiermark, Carneriegasse 64, 8010 Graz
Occupation or position held	Regional management
Main activities and responsibilities	<ul style="list-style-type: none"> • Selection, training and engagement of personnel • vocational training - planning, conduction, documentation and evaluation of • Contracting (clients, employment office, youth welfare, local and regional authorities) • Business management (budgeting, controlling, planning, human resource management, PR) • Cooperation with communities, regional department, public organizations and competitors
Type of business or sector	NGO Management & Adult Vocational Training
Dates	1990 – 1992
Name and address of employer	Freelance for project planning, training, business & tax consultancy – - social affairs, training & business development - different Austrian NGO - Trainer for German business language – Deutsch in Graz, Austrian Ministry of Education - tax consultancy (not responsible),
Occupation or position held	Project manager, trainer, expert – only occasional because of family duties

Main activities and responsibilities	<ul style="list-style-type: none"> • Vocational trainer for German business language in Croatia, Hungary, Czech Republic, Slovakia & Bulgaria • Project and business development in NGO • Reporting procedure
Type of business or sector	Training, project management, advisor
Dates	1985 – 1991 (interrupted by parental leave)
Name and address of employer	Creditanstalt-Bankverein, Herrengasse, 8010 Graz
Occupation or position held	Executive officer, Department for International Affairs
Main activities and responsibilities	<ul style="list-style-type: none"> • Documentary letter of credit, CP, C/A
Type of business or sector	International financial affairs
Dates	1975 – 1985 (on average)3 months per year
Name and address of employer	Different restaurants and hotels in Austria, Germany, Switzerland
Occupation or position held	Service co-worker
Main activities and responsibilities	Restaurant Service and sometimes all other parts of looking after guests
Type of business or sector	Tourism

EDUCATION AND TRAINING

2013 - 2014

Advanced vocational training in mediation, sustainable economy development, ...

2012

Dates Title of qualification awarded

- (1) National funding systems
- (2) Social Media marketing

Principal subjects/occupational skills covered

- (1) National, regional and the most important EU/international funding systems
- (2) Deeper knowledge about Social media marketing

Name and type of organization providing education and training

- (1) Austria Wirtschafts Service GmbH
- (2) Online Marketing GmbH

Level in national or international classification

- (1) Certified Funding expert / Certificate of attendance

Dates Title of qualification awarded

2011

- (1) EMAS European Environmental Management System (Enterprises and local communities)
- (2) Social Media Strategies, Human Rights

Principal subjects/occupational skills covered

Planning and implementing (1) environmental management systems / (2) Social Media Strategies, Human rights to be part of business and development strategies

Name and type of organization providing education and training

PADRES (EU-Project), Federal Ministry of Agriculture, Forestry, environment and Water Management, different online and practical trainings

Level in national or international classification

Certificate of participation / (1) Internal auditor

Dates	2010
Title of qualification awarded	Evaluation of Sustainability
Principal subjects/occupational skills covered	Evaluation of international (EU-)projects
Name and type of organization providing education and training	EASY-ECO Project (online and presence studies)
Level in national or international classification	Certificate of participation
Dates	2009
Title of qualification awarded	Certified Risk manager, Certified Quality Manager, Accredited CSR Consultant, Consultant for Eco-labeling Tourism, Cross border Mediation
Principal subjects/occupational skills covered	Risk management, Quality Management, summer camp for self-determined living, innovation management, Business Continuity and corporate security management, Cross border mediation (online and presence-training joining an EU-project) The way back to University, starting the preparation of dissertation
Name and type of organization providing education and training	Quality Austria, Austrian Standards Institute, Ministry, others
Level in national or international classification	Certificate, Accreditation
Dates	2008
Title of qualification awarded	EOQ Environmental Systems Manager
Principal subjects/occupational skills covered	Business Transfer Programme (Leonardo da Vinci), Consultancy Training 7 th FP, FP7 cooperation - network Environmental System Management, summer academy for sustainable building,
Name and type of organization providing education and training	Austrian Research Promotion Agency (FFG), Quality Austria , University of Technology Graz,...
Level in national or international classification	Environmental Systems Manager
Dates	2007
Title of qualification awarded	Various trainings and workshops in the field of
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> sustainable management, corporate social responsibility, business mediation and cross border mediation, regional sustainable development
Name and type of organization providing education and training	Various institutes and organizations
Level in national or international classification	different
Dates	2006
Title of qualification awarded	Internationalization Consultant / CMC (a national qualification I already reached 2002 for national consulting)
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> International Strategies of Market Entry, English for Business Communication, International Project Management, Intercultural Management, Essentials of Internationalization Consulting
Name and type of organization providing education and training	A Leonardo da Vinci project coordinated by FH Joanneum, Graz
Level in national or international classification	CMC
Dates	2006
Title of qualification awarded	Sport Manager
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> Organization, Marketing, Strategy, Mission Statement, Law, Financing, Budgeting and Controlling, Science of Training

Name and type of organization providing education and training
 Level in national or international classification

National Sports Organization (BSO)
 Sport Manager

Dates **2005**

Title of qualification awarded
 Principal subjects/occupational skills covered

ManagEUR , Certified European Project Manager

- Contract Management and Planning
- Quality Management
- E-working and Team Management

Name and type of organization providing education and training

A Leonardo da Vinci project , www.manageur.com

Dates **2001 - 2002**

Title of qualification awarded
 Principal subjects/occupational skills covered

Mediator

- Conflict resolution
- Communication, contracting

Name and type of organization providing education and training

Wifi Steiermark

Level in national or international classification

Registered Mediator subject to the regulations of Austrian Ministry of Law

Dates **2000 - 2007**

Title of qualification awarded
 Principal subjects/occupational skills covered

Accreditation for Basel-II Consultant, E-Business Consultant, International Consultant, CSR & Sustainability Consultant

- Financing and risk Management
- IT-Business (strategy and Law, but not the technical part)
- International affairs
- Sustained economic growth and corporate social responsibility

Name and type of organization providing education and training

Austrian Chamber of Commerce

Dates **1977 - 1985**

Title of qualification awarded
 Principal subjects/occupational skills covered

Master of business

- Business economics
- Some aspects of law
- Basic language studies

Name and type of organization providing education and training

University of Graz

Personal skills and competences

Mother tongue(s)

German

Other language(s)

Self-assessment
 European level (*)

English
French
Italian
Spanish

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
A2	A2	A2	A2	A2
B1	B1	A2	A2	A2
A2	A2	A1	A1	A1

(*) Common European Framework of Reference for Languages

Social skills and competences	<p>I like to be an active member of a community, to motivate, to support as well as to teach, train and to cooperate with people, groups and societies and I like to develop solutions for a sustainable future in cooperation with others</p> <ul style="list-style-type: none"> • Referee for Youth Tetrathlon and initiator for Modern Pentathlon in Styria cooperating with the international fair play organization • Member of local social networks (e.g. for people with disabilities) • Mentoring students, young athletes or people (especially women) trying a new start • Developing and promoting "fair community" and climate alliance
Organizational skills and competences	<ul style="list-style-type: none"> • good team player with leading competences • Analytical thinking • reliable and responsible • sustainable development and strategies • Intercultural and interdisciplinary networking
Technical skills and competences	<ul style="list-style-type: none"> • basic technical IT-knowledge
Computer skills and competences	<ul style="list-style-type: none"> • advanced user competences (Word, Excel, Power Point, MS Outlook), Social Media Management
Driving license	B
Personal interests and activities	<ul style="list-style-type: none"> • Respectful, fair and cooperative activities with Family, friends, society • Sustainability and (business) ethics • Sustainable development of individuals, enterprises, communities, regions • Reading, listening, learning, Horse riding, hiking, cycling
Membership	<ul style="list-style-type: none"> • Austrian Chamber of Commerce (Experts Groups: Solvency and Risk Management, Business Mediation, CSR) • Member of ÖBM (Austrian organisation for Mediators) (www.oebm.at) und „Mediation without Barriers“ (http://www.ate.at/BGStG/index.php) • Member of „respACT Austria“ (www.respect.at) • Member of ARGE proEthik (www.wko.at/proethik) • Member of Win-Consultantpool (http://www.win.steiermark.at) • Member of Global Compact Network (http://www.unglobalcompact.at) • Partner and editor in Foerderblog, platform for (international) funding (http://www.foerderblog.at) • Partner of D.M.A.T. Consulting KG, disaster management advice and training, (http://www.dmat.at) • Different social associations (social inclusion of (disabled) people)
Some Ongoing projects	<ul style="list-style-type: none"> • Education for Peace – new in October 2012 (www.education-for-peace.org) • Entfesselt-im-Rollstuhl (writing a book with young people with disabilities) (www.entfesselt-im-rollstuhl.com) • Equicane (www.equicane-steiermark.blogspot.com) – Mobility course for children • Miraleben (new chances for (elder) people after health problems) (www.miraleben.wordpress.com) • Environmental education Lieboch (workshops, information, platform, networking) (www.miraconsult.at/consultneu/oekolieboch/) • Mentoring (young people with probation, high qualified migrants) (www.die-chance.eu.tc/) • Tourism development Lieboch (www.tourismusverband-lieboch.com) • ZunanE –easy entrance to healthy regional, natural food – easy language/picture guide