

## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **Carme ROYO**  
Address(es) **Balmes, 132 – 08008 Barcelona (SPAIN)**  
Telephone(s) **+34 93 542 1825**  
Fax(es) **+34 93 542 2975**  
E-mail **executive.office@eucen.org**  
Nationality **Spanish**  
Date of birth **23 April 1967**  
Gender **Female**

### Work experience

Dates	<b>From 05 June 2008</b>
Occupation or position held	<b><u>Executive Secretary</u></b>
Main activities and responsibilities	<ul style="list-style-type: none"><li>• Project Manager of EUCEN's Associations project (Agreement no. AOG-2007-3397/009-001 JEA).</li><li>• Responsible for the maintenance of all legal documents and records of the Association (minutes from General Assemblies and Steering Committees, contracts with personnel and payrolls, contracts with the European Commission, agreements with partners, contracts with the auditor and other individuals, interim/final reports for projects, etc)</li><li>• Organising coordinating all aspects of the General Assemblies of the Association.</li><li>• Managing Steering Committee meetings.</li><li>• Recruiting personnel for the association, setting up staff contracts and management of induction process.</li><li>• Servicing the membership of the Association: attending to members' needs and requests, acceptance/expulsion of new members, etc</li><li>• Project administrator of EC projects.</li><li>• Responsible for the organisation of EUCEN events: conferences (twice a year), Study Visits, training sessions, seminars, etc.</li><li>• Setting up poster sessions, workshops, project meetings within EUCEN events as required.</li><li>• Supervision of EUCEN's web site updating.</li><li>• Supervision of EUCEN projects setting up web pages.</li><li>• Preparing and distributing EUCEN's electronic Newsletter and making other announcements.</li><li>• Producing publicity materials for EUCEN and other projects on demand (i.e. design and publication).</li><li>• Supervising the distribution of publicity materials for EUCEN.</li><li>• Administration for the Barcelona office (e.g. purchases, petty cash, local agreements, insurance, furniture, stationery supplies etc).</li></ul>
Name and address of employer	<b>EUCEN Balmes, 132 – 08008 Barcelona (ES)</b>
Type of business or sector	<b>Non-profit making European Lifelong Learning association</b>

Dates	<b>11 July 2000 to 04 June 2008</b>
Occupation or position held	<b>Head of Office</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Administrating the Barcelona office.</li> <li>• Attending our member's needs and requests.</li> <li>• Assisting to prepare proposals for the European Commission.</li> <li>• Assisting coordinating projects such as BeFlex (Socrates), EQUIPE Plus (Grundtvig), EQUIPE (Grundtvig), TRASFINE (Joint Action), UNFOLD (PF6).</li> <li>• Updating and taking care of EUCEN's web site.</li> <li>• Preparing and distributing EUCEN's newsletter and making other announcements.</li> <li>• Co-organising conferences.</li> <li>• Organising meetings for the Steering Committee of EUCEN and for projects.</li> <li>• Taking confidential minutes at Steering Committee and General Assembly meetings.</li> </ul>
Name and address of employer	EUCEN Balmes, 132 - 08008 Barcelona (ES)
Type of business or sector	Non-profit making European Lifelong Learning association
Dates	<b>1994–1999</b>
Occupation or position held	<b>Deputy Departmental Administrator</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Taking confidential minutes in departmental meetings (e.g. Executive Board of Examiners).</li> <li>• Organising Meetings, Away Days and Open Days, External Examiners and other guests visits.</li> <li>• Preparing trip arrangements (flights, hotels, trains...).</li> <li>• Creating departmental office procedures.</li> <li>• Originating necessary orders for each module of our courses and processing invoices from our suppliers.</li> <li>• Preparing and sending packs of materials to our agents overseas.</li> <li>• Checking submissions of assignments and reports from our students.</li> <li>• Keeping track of payments received.</li> <li>• Dealing with student grants.</li> <li>• Keeping confidential filing system of enquiries, applicants and new students.</li> <li>• Preparing presentations using Power Point and lists and reports using Access.</li> </ul>
Name and address of employer	Department of Automatic Control and Systems Engineering, University of Sheffield. Distance Learning Programme (DLP) and Graduate Studies office. Mappin Street - Sheffield S1 3JD (UK)
Type of business or sector	Education
Dates	<b>1994</b>
Occupation or position held	<b>Commercial Administrative</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Assisting the Principal Development Officer and his staff.</li> <li>• Administrating the process of enquiries, orders and associated paperwork.</li> <li>• Welcoming costumers and dealing with their enquiries.</li> </ul>
Name and address of employer	The Sheffield Centre for Production Development and Technological Resources (SCEPTRE). School of Engineering. Sheffield Hallam University. Howard Street - Sheffield S1 1WB (UK)
Type of business or sector	Education
Dates	<b>1993-1994</b>
Occupation or position held	<b>Secretary</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Liaised with suppliers and customers in UK and overseas.</li> <li>• Sole responsibility for running the office when directors were abroad.</li> <li>• Whilst in this position I carried out my final project for the Diploma in European Business Studies at The University of Sheffield.</li> <li>• Presented one of the sessions on the course "Training course for Teleworkers".</li> </ul>
Name and address of employer	Heiser International Ltd. 93-97 Saltergate - Chesterfield, Derbyshire, S40 1LA (UK)
Type of business or sector	Industrial (installation and maintenance of cranes, hoists, etc in olio ducts)

Dates	<b>1988-1992</b>
Occupation or position held	<b>Assistant Manager</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Head of office, supervising three of the six office staff.</li> <li>• Liaising with clients.</li> <li>• Visiting customers.</li> <li>• Interviewing applicants and preparing reports.</li> <li>• Preparing estimates, invoices, contracts and payroll.</li> <li>• Handling all correspondence.</li> </ul>
Name and address of employer	Barcelona Tot Servei (BTS). Barcelona (ES)
Type of business or sector	Employment services industry (recruitment, assessment and selection, outsourcing and consulting services).

## Education and training

Dates	<b>1998-2001</b>
Title of qualification awarded	<b>BSc (Hons) in Technology, 2.ii.</b>
Principal subjects/occupational skills covered	Management; Systems; Design (principles, practice and CAD); Innovation; Environment strategy; Technology applied to building, construction and town planning.
Name and type of organisation providing education and training	The Open University (UK)
Level in national or international classification	Bachelor (360 credits) ISCED level 5A

Dates	<b>1998-1999</b>
Title of qualification awarded	<b>Diploma in Design and Innovation</b>
Principal subjects/occupational skills covered	Introduction to Design (principles and practice); Innovation; Environment strategy.
Name and type of organisation providing education and training	The Open University (UK)
Level in national or international classification	Diploma (120 credits) ISCED level 4

Dates	<b>1992-1993</b>
Title of qualification awarded	<b>Diploma in European Business Studies</b>
Principal subjects/occupational skills covered	Management; International Economy and Finances; Organisational behaviour; Marketing; International commerce; Human Resources. The course included a 6 months placement in industry and required submission of a Final Project. The main topic of the Final Project was a plan of Training Sessions for Teleworkers.
Name and type of organisation providing education and training	The University of Sheffield (UK)
Level in national or international classification	Diploma (120 credits) ISCED level 4

Dates	<b>1985-1987</b>
Title of qualification awarded	<b>COU (Curso de orientación universitaria)</b>
Principal subjects/occupational skills covered	Arts, Literature (Spanish and Catalan), Languages (Spanish, Catalan and English), History, Philosophy.
Name and type of organisation providing education and training	I. E. Anglada (Barcelona – ES)
Level in national or international classification	ISCED level 3A

Other training																															
Dates	2006																														
Title of qualification awarded	Management of European Research and Development Projects.																														
Principal subjects/occupational skills covered	Project Management; European Projects; Legal approach; Exploitation of results and Technology transfer; Practical issues.																														
Name and type of organisation providing education and training	Universitat Pompeu Fabra - IDEC (Barcelona, ES)																														
Level in national or international classification	Short course certificate (15 hours)																														
Personal skills and competences																															
Mother tongue(s)	<b>Spanish and Catalan</b>																														
Other language(s)	<b>English</b>																														
Self-assessment <i>European level (*)</i>	<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>C2</td> <td>Proficiency user</td> <td>C2</td> <td>Proficiency user</td> <td>C2</td> <td>Proficiency user</td> <td>C2</td> <td>Proficiency user</td> <td>C2</td> <td>Proficiency user</td> </tr> </tbody> </table> <p>(*) <i>Common European Framework of Reference for Languages</i></p>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				C2	Proficiency user	C2	Proficiency user	C2	Proficiency user	C2	Proficiency user	C2	Proficiency user
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Social skills and competences	<ul style="list-style-type: none"> <li>Capable to work both as part of a team or in an isolate post;</li> <li>Good ability to adapt to multicultural environments, gained though living in Sheffield for 7 years (first as student and later working), through my work experience at the University of Sheffield and my current post;</li> <li>Good communication skills gained when working with national and overseas students at the University of Sheffield and in my current post (taking care of members' queries and requests).</li> </ul>																														
Organisational skills and competences	<ul style="list-style-type: none"> <li>Sense of planning and organization (organisation and logistics support of more than 15 conferences as well as many seminars, meetings, etc);</li> <li>Strong experience in project and team management (Part of the management group of 6 transnational projects including 32 different nationalities).</li> </ul>																														
Computer skills and competences	<ul style="list-style-type: none"> <li><b>Proficiency</b> knowledge of Windows and Office (including <i>Word, Access, Power Point</i> and <i>Excel</i>), Dreamweaver 4.0, Internet Explorer, Outlook Express, Mozilla Thunderbird and Firefox.</li> <li><b>Good</b> knowledge of Fireworks, CorelDraw!, Equation Editor, Microsoft Project and Schedule+ 3.0</li> <li><b>Some</b> knowledge of Auto CAD 12 and Mathlab.</li> </ul>																														
Technical skills and competences	<ul style="list-style-type: none"> <li>Attended seminars about Management of Associations and the Organising Events Industry</li> <li>Attended seminars about Management of European Projects</li> <li>Participated in over 14 conferences about Continuing Education and Lifelong Learning</li> </ul>																														
Other skills and competences	<u>Hobbies</u> : Drawing, cross stitching, cooking, decorating, reading, countryside walking, biking.																														
Driving licence	Category B (since 12.11.1986)																														