

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name **MIHALIKOVA JANA**
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Nationality **Slovak**
Date of birth **21/12/1964**

WORK EXPERIENCE

- Dates (from – to) **FROM AUGUST 2006**
- Name and address of employer **IUVENTA – SLOVAK YOUTH INSTITUTE, KARLOVESKA 64, 842 58 BRATISLAVA THE SLOVAK REPUBLIC**
 - Type of business or sector **Education, training, youth work**
 - Occupation or position held **Head of the department, team leader**
- Main activities and responsibilities **National youth policy implementation. Administration of the national grant programs, creation of national youth knowledge centre, national reports on common objectives implementation, non formal education in youth work, etc.**

- Dates (from – to) **OCTOBER 1997 – AUGUST 2006**
- Name and address of employer **IUVENTA, INSTITUTION FOR CHILDREN AND YOUTH MINISTRY OF EDUCATION SLOVAK REPUBLIC, KARLOVESKA 64, 842 58 BRATISLAVA**
 - Type of business or sector **Education, training, youth work**
 - Occupation or position held **Project officer, trainer, methodologist and team leader.**
- Main activities and responsibilities **International youth work activities (seminars, trainings, information activities, administration of European Union Youth for Europe and Youth program). Responsible for projects administration (all actions) + training strategy, regional network, pool of trainers,**

- Dates (from – to) **AUGUST 1989 - TO SEPTEMBER 1997**
- Name and address of employer **REGIONAL YOUTH CENTRE, ULICA SLOVENSKEJ JEDNOTY 25 040 01, KOŠICE,**
 - Type of business or sector **Youth work at local and international level**
 - Occupation or position held **Youth leader, Regional consultant for European Union Youth for Europe program in Slovakia**
- Main activities and responsibilities **Local youth work (clubs, camps, non-formal education activities, advisory and consultancy service for international youth activities)**

EDUCATION AND TRAINING

- Dates (from – to) **From July 2006**
- Name and type of organization providing education and training **University of P.J. Safarik, Presov -**
- Principal subjects/occupational skills covered **Pedagogy, Youth voluntarism and personal development**

- Dates (from – to) **September 1991 - February 1994**

<ul style="list-style-type: none"> • Name and type of organization providing education and training 	University of P.J. Safarik, Presov - University study
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	English Language (teaching skills)
<ul style="list-style-type: none"> • Dates (from – to) 	September 1985 - June 1989
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	University of P.J. Safarik, Presov - University study
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	Youth Work and Pedagogy/ Russian Language
<ul style="list-style-type: none"> • Title of qualification awarded 	Magister
<p>PERSONAL SKILLS AND COMPETENCES <i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.</i></p>	
MOTHER TONGUE	SLOVAK
OTHER LANGUAGES	
<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	ENGLISH excellent] excellent excellent
<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	CZECH excellent excellent excellent
<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	RUSSIAN excellent excellent excellent
STUDYING AND WORKING EXPERIENCE IN MULTICULTURAL ENVIRONMENT.	<p>1996 - 2003</p> <ul style="list-style-type: none"> ✓ Youth for Europe, study visit "Youth work in rural areas", Italy, position: participant ✓ 4 seminars "Intercultural learning at East - West international youth exchanges" Austria, Germany, Slovakia, Russia, position: trainer, responsible person for promotion, logistics, certification, leader of Slovak delegation. ✓ International youth exchanges (Malta, Germany, Tunisia, Greece), position: youth leader ✓ International conference: "Community youth projects - Learning from each other" Co-operation with German Youth Institute, position: responsible person from promotion, logistic, content of individual working groups etc. ✓ Co-operation with institutions IJAB (Bonn), Mobilitas (Budapest), IDM (Czech Republic): 2 projects per year on topics: streetwork, work with young people under residential care, information for young people, development of youth work in rural areas, participation of young people etc.), position: trainer and responsible person for promotion, logistics, certification. ✓ Conception of National Youth Policy in Slovak Republic, team member, expert on youth mobility and European Union integration.

2000 - 2004

- ✓ Long term training course: Training for trainers for development of local youth work - joint project with British Council London, position: trainer, responsible person for promotion, logistics, certification.

2003 – 2005

- ✓ Preparation of National Youth Policy review (Council of Europe), responsible for focus groups realization, creation of the text, expert on youth mobility and European integration.

2005

- ✓ Youth program, International seminar for ex volunteers associations, Slovakia, position: trainer.
- ✓ Educational programmed for local authorities offices (departments responsible for youth policy), position: trainer.

2006 -2009

2006

- ✓ Training of trainers for local youth work in Slovak republic, position: trainer, supervisor.

2006

- ✓ National report on common objectives of voluntary activities of young people – team leader

2008

- ✓ National report on common objectives of better knowledge and understanding of youth (COMM)
- ✓ Preparation of National Youth Policy Conception for 2008 – 2013 – team leader

2009

- ✓ Preparation on Act on Youth Work Support (282/2009) – team leader
- ✓ Coordination of working group Youth Entrepreneurship Support for National Youth Policy Action Plan 2010 – 2011
- ✓ Coordination of preparation Nation Report on Youth in Slovak Republic - 2010.

Publications:

- « Youth on the wings or Principles of international youth work» ISBN:80-88893-72-0, 2001
- «To Europe through games » I – III. ISBN:80-88893-92-79-8, 2001, “ ISBN: 80-88893-92-5, 2002, ISBN: 80-8072-031-2, 2004
- «Let’s prepare youth exchange» ISBN:80-88893-91-7,2002
- «Let’s prepare contact-making seminar» ISBN:80-88893-93-3, 2002
- «Let’s prepare local project» ISBN:80-88893-90-9, 2002
- «Starting with hosting the volunteers» ISBN: 80-8072025-8, 2004
- «YOUTH and V4 co-operation»ISBN: 80-8072-032-0, 2004
- «Reading book for local authorities offices – Youth policy at local level» ISBN: 80-8072043-6, 2005
- «Third wave or Professional support of school parliaments», ISBN : 80-8072-050-9, 2006
- «Cook book for researcher - amateur », ISBN : 978-80-8072-094-0, 2009
- «Newly Emerging Needs of Children in Slovak Republic – survey study», ISBN: 987-80-8072-102-2, 2009
- «Handbook for Educational Programmes in Youth Centers», ISBN: 978-80-8072-101-5, 2009

ORGANISATIONAL SKILLS
AND COMPETENCES

- programme administration skills (assessments, monitoring, contractual management)
- project management

Coordination and administration of people, projects and budgets.

- logistics arrangements
- managing groups
- facilitation, negotiation, problem solving
- reporting and writing skills

TECHNICAL SKILLS
AND COMPETENCES
With computers.

- MS Office

SPECIFIC AREA OF ACTIVITY

- International youth work - including individual projects, trainings, publications, resource materials etc.
- Recognition of competences acquired in youth work