

CURRICULUM VITAE

Name: Gerd Tarand

Place and date of birth: Tallinn, 12th of September 1985

Nationality: Estonian

Family status: single

Address: Mustamäe tee 165-55, Tallinn 12913, Estonia

Contact number: (+372) 5646 2734

Blog: www.gerdtarand.eu

E-mail: gerd@gerdtarand.eu

MSN: msn@gerdtarand.eu

Skype: gerdtarand

Twitter: gerdtarand

Pictures available at: <http://www.flickr.com/photos/gerdtarand/sets/72157600341989231/>

Language skills:

Estonian - native speaker

English - excellent

Finnish – excellent

German - basic

Work experience:

Project manager, A-Script Service (www.a-script.eu)

2010 - ...

Job description: project management of translation projects, evaluation of translation quality, recruitment of translators etc.

Chairman of the Board, NGO Emerging Media Alliance

2010 - ...

Job description: project coordination and negotiations, day-to-day management of the organisation, human resources, partner relations and financial management

Freelance translator

2006 - ...

Job description: working as a freelance translator for short and long term assignments mostly with general, legal or political texts but also website localization, user manuals and research materials for various subject fields. Language pairs Estonian to English, English to Estonian, Finnish to English. You can check my translator profile on Proz.com at: <http://www.proz.com/profile/974564>

Online Marketing Strategist, Against All Odds OÜ

2009 - 2010

Job description: communicating with clients and potential clients in order to fulfil their online marketing needs.

Campaign Coordinator (Education – Every Child's Right!), Mondo

01.02.2009 – June 2009

Job description: planning, implementing and analyzing the youth oriented world education campaign in Estonia. Managing partnerships, preparing materials and allocating resources. Media communication, introducing the topic and campaign to the target group and website localization. Other related activities.

Project Manager (European Youth Week 2008 in Estonia), National Agency of the Youth In Action Programme in Estonia

26.05.2008 – 26.11.2008

Job description: drafting and implementing the agenda, action plan and budget for any and all EYW activities in Estonia. This includes developing the methodology for consultations, all interaction with a wide range of partners in all sectors, co-ordinating volunteer activities, public relations, planning and implementing consultations on local, regional and national (conference) level and synthesising the Estonian youths opinion on the future challenges of young people in Europe during the next ten years for the European Commission.

Chief Expert (youth participation), Estonian National Youth Work Centre

24.03.2008 – 20.06.2008 (left to work on the EYW)

Job description: developing youth work and policies in Estonia, increasing youth participation, developing new and more effective mechanisms for youth empowerment and participation and other tasks derived from European and national policies.

Project Manager (Regional Youth Councils Network), Estonian National Youth Council

01.01.2008 – 01.03.2008 (writing and starting the project)

Job description: drafting, negotiating and implementing the project „Regional Youth Councils Co-operation and Development“, including budgeting, finding additional funding and international partners, arranging the first meetings, analysing the youth councils current state and recruiting a long term project manager.

Secretary General, NGO Social Democratic Youth Estonia

29.05.2006 – 28.12.2007

Job description: day-to-day running of the nationwide organisation with nearly 2000 members and 12 local branches, managing the Executive Boards activities (as a Board member), budgeting, documentation, public relations, international relations where needed and policy development together with the Board and Council. Organising trainings and seminars locally, nationally and internationally, background research and partner search for campaigns etc.

Sales Representative, Äripäev Publishing

01.08.2004 – 21.06.2006

Job description: promotion and sales

Formal education:

2010 - ... Tallinn University of Technology, International Relations (BA)

2004 -2006 EuroUniversity, International Relations (BA)

2005 Tallinn Old Town School for Adults (German language exam)

2001 – 2004 Tallinn Mustamäe High School (languages)

1993 – 2001 21st School of Tallinn (languages)

Non-formal education:

Working with problem behaviour youth and their parents. Detecting lying and manipulation, conducting interviews, practical communication, violence victims behaviour and intervention possibilities, parents as partners. MAHENA Centre for Crisis Counselling and Self Discovery.

Tallinn, Estonia, January – April 2009

Grassroots Comics, training of trainers, World Comics Finland/JTI (Leif Packalén)

Tallinn, Estonia, 6th of March 2009

Impacting Decision Makers and Decisions, Neeme Suur, Taavi Rõivas, Kristi Kraavi-Käerdi ja Märt Hiietamm at Mustjõe, Harjumaa, Estonia, 22nd – 23rd of august 2008

How To Be Successful At Media Relations? Ingrid Tähismaa
Tõstamaa Manor House, Pärnu county, Estonia, 12th of July 2008

Strategic Planning, Ragnar Siil
Arbavere, Lääne-Viru county, 19th to 20th of January 2008

sLYCe, The Role of the Local Youth Coordinator in Enhancing Local Youth Policy
Blankenberge, Belgium, 15th – 21st of October 2007

Communication and Media Relations for NGOs, OÜ Expressis (Jüri Estam)
Laagri, Estonia, 29th of May 2007

Psychological Aspects in Conflict Management With Minors, MAHENA (Tiina Naarits MSc)
Tallinn, Estonia, 7th and 18th of February 2007

Exchange Of Experience In Building a Political Youth Organisation
Riga, Latvia, 15th -16th of December 2006

Self Motivation, Vain & Partners
Tartu, Estonia, 3rd – 4th of November 2005

The Next Generation – Future Leaders Training
Werftpfuhl, Germany, 13th – 19th of February 2005

Developing Long Term Development Plans for Youth Organisations (Anu Allekand, Angelika Naris, Andreas Leimann)
Kloogaranna, Estonia 26th of November 2005 and 11th of December 2005

Policy Evaluation, BAPP (Praxis analysts Andres Võrk and Andreas Leimann)
Kurgjärve, Estonia, 28th – 29th of July 2004

Organisational activities and public service:

Member of the Tallinn Mustamäe district council since 10.01.2006

Member of the Tallinn Mustamäe district councils Environmental Commission since 10.01.2006

Board member of the Baltic Sea States Sub-regional Co-operation network since 13.09.2007

Estonian representative in the Baltic Sea States Sub-Regional Co-operation networks Youth Network and Working Group on Youth Policy since 13.09.2007

Member of the School Board for the Arte High School in Tallinn since 10.01.2006

Board member responsible for youth policy in the National Youth Council of Estonia 01.09.2007 – 01.09.2008

Member of the Tallinn Mustamäe district councils Law Commission since 10.01.2006 – 27.05.2008

Member of the Tallinn Mustamäe district councils Social- and Healthcare Commission 10.01.2006 – 27.05.2008

Member of the Tallinn Mustamäe district councils Culture-, Sport- and Education Commission 10.01.2006 – 27.05.2008

Tallinn's representative in the Union of Baltic Cities Youth Network 2006 – 2008

Chairman of the Environmental Commission of the Mustamäe District Council in Tallinn 10.01.2006 – 01.04.2008

Member of the Tallinn Youth Advisory Council 2006 – 2007

Board member for the Tallinn Branch of the Social Democratic Party of Estonia 2005 – 2008

Chairman of the Tallinn branch of the NGO Social Democratic Youth Estonia 2004 – 2006

Vice-Chairman of the Council of the NGO Social Democratic Youth Estonia 2005

Member of the Council of the Social Democratic Party of Estonia 2007

Larger conferences and seminars attended in 2006 - 2009:

Motivational seminar of EELK LNÜ (speaker)
Tartu, Estonia, 14th of March 2009

EU Strategy for the Baltic Sea Region, 2nd Stakeholder Conference (speaker)
Rostock-Warnemünde, Germany, 5th - 6th of February 2009

BSSSC Youth Forum in the framework of the EC strategy for the Baltic Sea Region (facilitator)
Hamburg, Germany, 3rd – 4th of February 2009

European Seminar of the Picardie Regional Youth Council
Amiens, Picardie, France, 16th – 20th of October 2008

BSSSC Annual Conference 2008 „Shaping the Future Baltic Sea Region, Sub-regional Contribution To the EU Baltic Sea Strategy“ and the BSSSC Youth Seminar
Kaunas, Lithuania, 14th – 19th of September 2008

Seminar „Effective Youth Work and Media Protection Needs Media Literacy“
Helsinki, Finland, 1st – 3rd of September 2008

Seminar „You In Action!“
Haapsalu, Estonia, 8th – 11th of August 2008

Western Balkan Youth Go In Action! Cultures and Stereotypes: Better Knowledge of Youth
Athens, Greece, 26th – 29th of June 2008

Youth Voice In the Baltic Sea Region, BSSSC Youth Conference
Cesis, Latvia, 29th of May – 1st of June 2008

„Participation Cafe“ organised by the Estonian National Youth Council
Tallinn, Estonia, 20th of May 2008

32nd Douzelage Conference (General Meeting) „Gross-Cultural Dialogue for Everybody“

Türi, Estonia, 9th of May 2008

3rd Volunteer Activities Forum „Role of Volunteers in Society“
Tartu, Estonia, 3rd – 4th of April 2008

Hiiu county Youth Forum „Anchor“ 2008
Kärdla, Estonia, 15th of March 2008

Estonian Youth Institutes Seminar „Youth As a Resource“
Tallinn, Estonia, 27th of February

Estonian Youth Institutes Seminar „Risk Behaviour of Young People“
Tallinn, Estonia, 30th of January 2008

International youth work quality seminar „Side on Side“
Tallinn, Estonia, 13th – 14th of December 2007

„Vote@16“ seminar
Copenhagen, Denmark, 7th – 10th of December 2007

Fifth Estonian Civil Society Conference „A Good Citizen – Project Or Lifestyle“
Tallinn, Estonia, 22th - 23rd of November 2007

BSSSC Seminar on Eco-energy and Maritime Policy
Gdansk, Poland, 15th of November 2007

Youth and the City 2 Conference
Tallinn, Estonia, 1st – 4th of November 2007
BSSSC Annual Conference 2007
Turku, Finland, 13th – 14th of September 2007

European Economic Forum 2007 and the European Young Leaders Economic Forum 2007
Krynica and Nowy Sącz, Poland, 5th – 8th of September 2007

UCUE Youth Meeting 2007 (representing Tallinn)
Ljubljana, Slovenia, 26th of June – 1st of July 2007

Urban Sustainability and Governance: New Dynamics and Dimensions conference
Bergen, Norway, 12th – 15th of April 2007

Conference „Youth and Modern Communication“
Tallinn, Estonia, 6th of February 2007

ECOSY Leaders Conference and PES Congress 2006
Porto, Portugal, 7th – 9th of December 2006

The European Day Of People With Disabilities 2006, Youth = Future. Let's Make An Equal Future For All
conference, Brussels, Belgium, 4th – 5th of December 2006

UCUE Youth Meeting 2006 (representing Tallinn)
Amsterdam, Netherlands, 20th – 23rd of July 2006

Computer skills:

Good skills at using MS Office/Open Office, html and web management basics, Photoshop and Illustrator basics, accustomed to online communication, social networks and the blogscape. Trados 2007, Studio 2009.