

Europass curriculum vitae

Personal information

Surname(s) / First name(s)

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HOVENIER, Andrea

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Work experience

Dates

Occupation or position held

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Name and address of employer

Type of business or sector

Education and training

Dates

1998 -

Conference- and Project Organiser

Health and Safety Representative (2005)

European Centre for Social Welfare Policy and Research, Berggasse 17, 1090 Vienna, Austria

Research Institute

1995 - 1998

Assistant to the Country Manager

Austrian representative to the European Works Council of ING Group

ING Barings – Vienna Branch, Neuer Markt 2, 1010 Vienna, Austria

Financial Sector

1987 - 1995

Manager Personnel and Organisation

Leo Pharmaceutical Products, Hogeweijsselaan, Weesp – The Netherlands

Pharmaceutical Industry

1984 - 1987

Independent consultancies

6-18 months projects concerning company restructuring, relocation and shut-down of operations

Self-employed

Nursing home, automotive and agricultural industry (Thyssen-Bornemisza), computer industry (Fujitsu Components)

1979 – 1984

Executive Secretary

Personnel Manager for non-legal staff

Caron & Stevens / Baker & McKenzie Attorneys, Leidseplein, 1017 Amsterdam, The Netherlands

Lawfirm – Consultancy

1978 – 1979

Title of qualification awarded	Management Assistant
Principal subjects/Occupational skills covered	4 languages, office skills and management, economy, organisational structures, media and publicity.
Name and type of organisation providing education and training	Schoevers Management Assistants' College, Utrecht, The Netherlands
Dates	1980 – 1982
Title of qualification awarded	Propedeusis
Principal subjects/Occupational skills covered	Law
Name and type of organisation providing education and training	University of Amsterdam
Dates	1984
Principal subjects/Occupational skills covered	Business Organisation, Human Resources
Name and type of organisation providing education and training	Instituut voor Bedrijfswetenschappen (Business Science Institute), Amsterdam, The Netherlands
Level in national or international classification	Management Assistant
Dates	1996 – 1997
Principal subjects/Occupational skills covered	Banking Skills and Financial Sector Training
Name and type of organisation providing education and training	ING Group – Corporate Training Scheme
Dates	2000
Title of qualification awarded	Entrepreneur's Certificate
Principal subjects/Occupational skills covered	Marketing, Publicity, Austrian business and labour law, accounting and fiscal regulations
Name and type of organisation providing education and training	WIFI (Business Training Centre of the Austrian Chamber of Commerce) – Austria
Level in national or international classification	(remove if not relevant, see instructions)
Dates	2002
Title of qualification awarded	Business Trainer
Principal subjects/Occupational skills covered	Conducting Seminars and Workshops, Coaching
Name and type of organisation providing education and training	Business Coaching Partners, Vienna, Austria
Dates	2002
Title of qualification awarded	Counsellor (Dipl. Lebens- und Sozialberater)
Principal subjects/Occupational skills covered	Counselling – Coaching
Name and type of organisation providing education and training	WIFI (Business Training Centre of the Austrian Chamber of Commerce) – Austria

Personal skills and competences

Mother tongue(s)

Other language(s)

Self-assessment

European level ()*

English

French

Dutch and German

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
Excellent	Excellent	Excellent	Excellent	Excellent
Good	Good	Good	Weak	Poor

() Common European Framework of Reference (CEF) level*