

## Europass curriculum vitae



### Personal information

Surname(s) / First name(s)

**Meier, Michaela**

Address(es)

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Nationality(-ies)

Austrian

Date of birth

10.07.1970

Gender

female

### Desired employment / Occupational field

#### Work experience

Dates

1990-1997

Occupation or position held

Organisation secretary

Main activities and responsibilities

Organisation of IT, health and logistic trainings

Name and address of employer

Austrian Management Academy

Type of business or sector

Vocational Training institution

Dates

1997-2002

Occupation or position held

Project manager

Main activities and responsibilities

In charge of development and conception of education courses in the fields of city government;  
Coordination of these subjects, product management.

Name and address of employer

Verwaltungsakademie der Stadt Graz

Type of business or sector

Vocational Training institution

Dates

2002-2005

Occupation or position held

Project manager

Main activities and responsibilities

Organisation and project management at IT Training Centre.

Name and address of employer

Berufsförderungsinstitut Steiermark, Keplerstraße 69, A-8020 Graz

Type of business or sector

Vocational Training institution

Dates 2005-2007  
 Occupation or position held Head of the department IT of bfi Steiermark  
 Main activities and responsibilities Logistic, developing of a logistic-training-program  
 IT, developing of an IT-training program  
 Name and address of employer bfi Steiermark, Keplerstraße 69, A-8020 Graz  
 Type of business or sector Vocational Training Institution

Dates 2007-2009  
 Occupation or position held Deputy Head of Training Centre Graz West of bfi Steiermark  
 Main activities and responsibilities Management of business service (Office, IT and management), developing of an IT-training program, general management of EU-Projects, project-manager of the national project ISIS (information – service – integration and teaching for blind and visually impaired people)  
 Name and address of employer bfi Steiermark, Eggenberger Allee 15, A-8020 Graz  
 Type of business or sector Vocational Training Institution

Dates Since May 2009  
 Occupation or position held Project manager of European Projects and National Social Projects  
 Main activities and responsibilities General management of EU-Projects and social projects funded by government or social services departments. Project-manager of the national project ISIS (information – service – integration and teaching for blind and visually impaired people); Actually: Coordination of 2 EU-projects (DICOMP transfer – Digital competence for blind people / ADAT – Aversive discrimination) and partner in 3 EU-projects (ICT-Bridges, A step towards the light, DCT - Daycare).  
 Name and address of employer bfi Steiermark, Eggenberger Allee 15, A-8020 Graz  
 Type of business or sector Vocational Training Institution

**Education and training**

Dates  
 Title of qualification awarded 1985-1989, High-School for business professions, Deutschlandsberg  
 2003, Qualification in care of people with disabilities, Graz  
 2005, Project Management Education, Graz  
 2004/2005, Business English, Graz  
 2007, bfi-Auditor Training, Graz  
 2006, 2007, EU-Project Management Education, Graz  
 2008-2009, Management for Social and technical guidance for people with disabilities

**Personal skills and competences**

Mother tongue(s) **German**

Other language(s) **English, business fluent**

Social skills and competences Qualification in care of people with disabilities  
 Experiences in handling and training of apprentices and pupils

Organisational skills and competences Organisational and coordinational competencies (though work as deputy head of unit)  
 Project management (theory and practice)

Computer skills and competences Very good IT-knowledge; Office, Lotus Notes, Databases

Artistic skills and competences Painting (acryl, water-colour)

Other skills and competences Developing and implementing measures for labour market policy (blind and visually impaired people)

Driving licence(s)

B,F

**Additional information**

Project-Management competence in managing following EU-projects:

- "Eurochance – English and German for blind and visually impaired people"
- "Eurosigns2 – European sign languages for the professionals"
- "NEAT – New European apprenticeship Tutor"
- "SEEVIP – Selected eLearning education for visually impaired people"
- "JOS – Job open with sign language" - Coordination
- "Check and go – Barrierfree basis for people in companies"
- "AHVITED – Audio Haptics for Visually impaired Training and Education at a Distance"
- "Dicomp-S.net – Digital Competence Screenreader Network" - Coordination
- "A step towards the light"
- "ICT – Bridges"
- "TIME WELL"
- "DICOMP Transfer" - Coordination
- "TraVIIT"

with different European countries.