

Curriculum Vitae

Data:

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Profile

Dorrit Wajer has been educated in Social and MBA studies. By around 40 years of experience in social and entrepreneurial projects, she can be called an expert in 3 roles:

- advising people and groups in designing, executing and accounting of projects.
- managing projects and
- selecting projects for subsidising boards.

She can communicate in several languages and is capable of (re)presenting policymaking issues.

Relevant experiences:

From 1998 till now 15 years
my own company
'Breakthrough in Business'
advice, training and project management.



Projects and Assignments:

- Leonardo da Vinci TOI project 'E-step, a step from home to workplace' in assignment of the Turkish technical school of Kayseri. (2011-2013)
- Leonardo da Vinci 'Wiser project' (2009-2011). Exchange on female entrepreneurship in cooperation with Startwijzer and LdV project 'Enterprising Europe' (2008, 2009)
- Outplacement projects and carrier counselling at Loopbaanzaken Amsterdam, plus quality control processes (2005-2013)
- Mentor HES program "Young enterprise" (2006-2008)
- Project 'Start your own company' for elderly 45+ in assignment of UWV, DWI Amsterdam and Startwijzer Hoorn. Business development-advice and workshops (internet)marketing and finance (2005-2012)
- Development and implementation of subsidy management, financial advice and information for the programme's Daily Routine Arrangements and European Social Fund at the Ministry of Social Affairs (1999-2005)
- Developing and performing courses financial management for managers in non-profit and HRM. In assignment of 2 Master courses Hogeschool van Amsterdam(1988-2004),
- Business advice and coaching projects for MKB entrepreneurs with 'growing pains' and starters advice in reintegration projects (1998 till now)
- Workshops and speeches in several European programs Esf3, Leonardo da Vinci, Equal Opportunities, Now and Adapt: 'Train the other Trainer/Coach' for Dutch and European schools and advisory bureaus in Spain, Italy, Portugal, Turkey, Cyprus, Latvia, Poland, Russia and UK. Official language English, communication languages divers (1989-now)
- Developing methods, project description and performance of a training excellent explorative project management in assignment of City Board Amsterdam Westerpark (1998).

**From 1/7/1984 till 1/5/1998 (14 years):
STEW, Centre for small business development.**
tel : 31- (0)20- 623 93 69

<p>Management and acquisition:</p> <ul style="list-style-type: none"> • Manager of Stew's training-department, member of MT and project-management • Maintain relations with: Chamber of Commerce, Economic Affairs, ESF, Adapt and NOW • Partnerships with colleague-organisations in other countries of the European Community • Recruitment and selection of candidates for training-courses and the advisory profession • Coaching and development of business-centres. 	<p>Senior advisor and trainer:</p> <ul style="list-style-type: none"> • Start-up-business advice to entrepreneurs. Before, around, till 5 years after start. Specific target-groups: Women and Ethnic Minorities. • Development and implementation of training-courses like Selling-Techniques, Financial Planning, I.C.T. Internet and Video-conferencing, Marketing, Time-Management and Strategic Management of small businesses. • Development and implementation of several communication-workshops and skills improvement like: Management of Employees, Personal Effectiveness, Self-management, Core Qualities, Career-Planning, Negotiation Skills and Intercultural-Marketing and -Communication.
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**From 1-11-1971 till 1-8-1985 (14 years):
Professional and technical School Regio College Zaanstreek-Waterland,
Zaandam**

Coaching/ teaching of students, combined with team- and project management.
Maintaining relations with enterprises in the region North Holland for traineeships of students.

Education and courses:

- Certified trainer in Core Qualities (2005)
- Cedeo certified in CRKBO
- Executive study MBA European Management at Sheffield University 1998-2001
- Hogeschool van Amsterdam (HVA): Organisation and Strategic Management, 1988-1989
- I.S.W. General Management not-for-profit organisations 1986-1987
- Application course 3e degree History and Constitution of State 1978-1979
- Social Academy De Aemstelhorn Amsterdam cultural coaching 1968-1972
- Fons Vitae Gymnasium 3 and MMS 1963-1968



Publications:

- "Van Armenzorg tot Welzijnswerk". Developments in not for profit from 1880-1972. Sun 1972
- "Automatisch gaat het niet". Girls and their chances in automation. Leenstra 1985
- (E-learning) manuals of all sort of training-topics, information for applying subsidies and the modern processes of starting and staying in businesses.

Personal characteristics:

- Practical focus on results
- Client-friendly and co-operative
- Independent and responsible
- Enthusiasm
- Creative and humour

Hobbies:

- Sailing, dancing, reading, bridge, photography and video
- Travelling (for a longer period to Senegal, Algeria, Nicaragua, Lithuania)

Other:

- Driving licence
- Experienced in information-technology and audio-visual techniques
- Ability to communicate in English, French and German. Ability to understand some Italian, Spanish, Portuguese, and a little Turkish, when it concerns working-matters.