

Personal information

Surname / First name

Address

Telephone

E-mail

Citizenship

Date of birth

Work experience

Dates

Occupation or position held

Main activities and responsibilities

Occupation or position held

Main activities and responsibilities

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Curriculum Vitae

SCHOTT Sandra

64 rue Charles Degroux, 1040 Brussels, Belgium

Mobile: +32 (0) 472 26 07 35

s.schott@ispdnetwork.org

French

15 July 1973

Since September 2014

Academic Director, International School of Protocol and Diplomacy, Brussels

People Management, Recruitment, Teaching

Management of Teachers and Thematic Experts

Curriculum Development and Management

International Project Management (Negotiation, Organisation and Execution)

Exams, Dissertations and Master Thesis advice and evaluation

Quality Management System Process Control

Bookkeeping, Accountancy and Finance Follow-up

Control of Courses and Students Registration and Marketing and Sales KPIs in Salesforce

Since November 2008

Professor/Consultant

- Professor of EU-Middle East Relations, International School of Protocol and Diplomacy, Brussels

- Professor of Corporate Communications and Member of the Board, Melius School of Management and Communication, Brussels

From 2003 to 2008

- Management Coach and Trainer in Communication for Sustainable Development in Enterprises
Expert/Project Management Consultant

- Project of Supervision and Regulation of Microfinance Institutions, Central Bank of Morocco

- Management of Funds for Cultural and Social Development, Assembly of Kosova, UNMIK-Kosovo

- Study in Preparation for the Kosovo Elections 2004 – A Regional Approach, Assembly of Kosova, UNMIK-Kosovo

- Study on the Establishment of an Economic and Social Committee in Kosovo, European Economic and Social Committee, Brussels

- Study days: Peace in Bosnia and Herzegovina – Europe on the Way, European Justice and Peace Commissions, Sarajevo

- Symposium: Social Situation in the Balkans: Realities and Perspectives, International Summer University, Saranda, Albania

Ms & L Communication, 9 Rue des trois cantons, L-8399 Windhof

Consulting and Communications Agency

From April to November 2003

Researcher

Analysis of the political situation in Serbia, Work on the European Union Stabilisation and Association Process

Bankom, Bulevar Nikola Tesla 30a, RS-11080 Belgrade

Financial and Communication Agency

From March to August 2002

Assistant to the Director of EU Affairs

Work on Security of Supply and Corporate Social Responsibility, Monitoring and providing of information on the development of new policies and legislative issues relative to the industry.
Accountant backup

OGP, International Association of Oil and Gas Producers, Blvd. du Souverain 165, B-1160 Brussels
Lobbying

From August to October 2001

Software Tester

Analysis, tests and evaluation (concept and applicability) of speech and handwriting computer recognition systems at the research department "Speech Product Development Laboratory"

IBM Central Europe and Russia, Obere Donaustrasse 95, A-1020 Vienna

Information and Communications Technologies

From March to May 2001

Internship

Drafting reports and minutes from OSCE meetings, in charge of the files on Caucasus and South Eastern Europe

Delegation of the European Commission to the International Organisations, Argentinierstr. 26/10, A-1040 Vienna

International Organisation

From April to September 2000

Control Officer

Compliance control of the implementation of European Union legislation on the regional level

Office National Interprofessionnel des Céréales, 10 rue Sédillot, BP 15, F-67064 Strasbourg

Economic and Agriculture Policies

Administrator

Instruction of the files of the Common Agricultural Policy

Direction Départementale de l'Agriculture, Division of Agricultural Economy, Ministry of Agriculture and Forestry, 2 rue des Mineurs, BP 1003/F, F-67070 Strasbourg

Economic Policy

From March to April 2000

Consultant

Research in Anthropometry

Institute for Economic Geography, Ludwig-Maximilian University, Ludwigstr. 28, D-80539 Munich

Research

From January to March 2000

Professor

German, Secondary Level

Södermalmsskolan, Petrejusvägen 42, SE-121 11 Stockholm

Education

From July to November 1999

Internship

Research about policy making for the institution building in preparation for the adhesion of the Czech Republic to the European Union

Office of the President of the Czech Republic, CZ-11908 Prague-Castle

Political sector

Education
 Dates
 Title of qualification awarded
 Principal subjects
 Name of university/institute

From March to May 1999

Internship
 Conception of the weekly programme
 ARTE European Channel, Department of Communication and Marketing, Quai du Chanoine
 Winterer 4, F-67080 Strasbourg Cedex
 Culture and Media

From November 1997 to August 1998

Assistant to a Member of Parliament (Saint-Hyacinthe Constituency)
 Work on multi-linguality, minority issues and rural development
 National Assembly, Hôtel du Parlement, G1A 1A4 Quebec (Canada)
 Political sector

June, September and October 1997

Internship
 Editing the News Bulletin for the administrators of the Directorate General
 European Parliament, Directorate General for Information and Public Relations, Allée du Printemps,
 Bâtiment Louise Weiss, BP 1024/F, F-67070 Strasbourg Cedex
 Political sector

Since 2007 Researcher

Ph.D. in Political Sociology
 Thesis: The Geopolitics of the Balkans in Perspective of the Integration Mechanisms of the
 European Union
 Centre d'études byzantines, néo-helléniques et sud-est européennes, Ecole des Hautes Etudes en
 Sciences Sociales, 54 boulevard Raspail, F-75006 Paris

2006, First European Master Diploma in Microfinance

Thesis: How to Organise an Effective Supervision of the Microfinance Institutions?
 Solvay Business School, 21 avenue F.D. Roosevelt, BE-1050 Brussels

1999, DEA, Postgraduate Diploma in Advanced Studies (Master)

European Politics in the 20th Century
 Institut des Hautes Etudes Européennes, Robert Schuman University, 10 rue Schiller, F-67081
 Strasbourg

1999, Postgraduate Diploma (Master)

Advanced Studies in Central and Eastern European Countries
 Robert Schuman University, 1 Place d'Athènes, F-67045 Strasbourg

1998, Maîtrise (Master)

French Literature in the 16th Century
 University Exchange: Laval University, G1K 7P4 Quebec (Canada) and Marc Bloch University, 22
 rue René Descartes, F-67084 Strasbourg

1994, DUS, University Diploma (Bachelor)

Physics
 Louis Pasteur University, 4 rue Blaise Pascal, F-67000 Strasbourg

1991, Baccalaureate C

Mathematics and Physics
 LEGT Haguenau, 1 place Robert Schuman BP 233, F-67504 Haguenau

Personal skills & competences

Mother tongue

Other languages: *Self-assessment*

European level ⁽¹⁾

English

German

Russian

Hebrew ⁽²⁾

French

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
C2	C2	C2	C2	C2
B2	B1	B1	B1	B1
B2	B1	B1	B1	B1

(1) *Common European Framework of Reference (CEF) level* (<http://europass.cedefop.eu.int>)

(2) *Second Degree Ulpan Certificate, the Jewish Agency*

Social skills and competences

- Experience of teaching in academic field and in private sector
- Experiences of international organisations and multinational companies

Organisational skills and competences

- Early experience of organisation: Academic assessment and organisation of extra curricular activities, EF-International Language School, Munich, Summers mid 1990's
- Knowledge of Accountancy

Computer skills and competences

Very good working knowledge of Microsoft Office 360 (Word Processing, Spreadsheet, Database, Presentation, Electronic Mail) and Firefox (Web Browser). Salesforce and Oracle CRM. Basic knowledge of Adobe Photoshop and Indesign, CMS and Portal usage and content editing

Artistic skills and competences

Auction Assistance, Antiquarian Henri Godts, Brussels
Piano Teacher, Strasbourg and Vienna

Other skills and competences

Certificate in Management of Youth Projects (BAFA), French Ministry of Education
Certificate in First Aid, Red Cross, France
Founding member of the association Evropolis in Sofia

Driving licence

Driving licence B

Conferences

- **2016-17**, Crisis Communication and Conflict Management
BDA, Brussels Diplomatic Academy, VUB University, Brussels
- **2015**, How are Protocol and Diplomacy Facing the New Challenges of Today's World?
School of International Studies, University of Trento
- **2015**, Conflict Management, WTDI, Alwasat Training and Development Institute, Kingdom of Bahrain
- **2015**, The Refugee Crisis, International School of Protocol and Diplomacy, Brussels
- **2014-15**, Cross Cultural Features and Communication; Soft Diplomacy Skills in Brief; Cross Cultural Competencies; Around the World – Understanding Western Europe and European Union
Institute of Capability Development, Sultanate of Oman
- **2013**, International Negotiations and Cross Cultural Communication; Country Branding
Institute of Foreign Relations, Ashgabat, Turkmenistan
- **2012**, How to Make Business in the Middle East?
International School of Protocol and Diplomacy, Brussels
- **2011**, Leadership and International Negotiation, Деловой протокол, Moscow
- **2010**, The European Perception of the Arab Culture, The Court of the Crown Prince, Abu Dhabi
- **2008**, Member of the Executive Committee of the Kosovar and Regional Student Conference about Social Issues, American School of Kosova
- **2007**, Summer University: "State – Religion – Modernity", Faculty of Political Sciences, Belgrade
- **2005**, Seminar: "Political Anthropology – Minority Rights and Self-determination of Peoples", Theme: Kosovo and International Law, Marc Bloch University, Strasbourg
- **2005**, Seminars on Social and Political Situation in South-Eastern Europe, Ecole des Hautes Etudes en Sciences Sociales, Paris
- **1999**, Seminar: Political Philosophy and European Integration, St Climent Ochridski University, Sofia
- **1999**, Seminar: 1989 – Prag im zweiten Frühling? Theme: Czech Democracy on the Way into the European Union, Haus am Maiberg, Academy for Social and Political Education, Heppenheim, Germany
- **1998**, The 9th Strasbourg Colloquium, Theme: Analysis of the Central European Countries' Compliance with the Acquis Communautaire, European Movement in Alsace and Baden-Württemberg

Publications

- **2005**, Etude critique de "Gerhard Podskalsky, Theologische Literatur des Mittelalters in Bulgarien und Serbien 865-1459, Beck, Munich 2000", Article published by the Revue d'Etudes Byzantines, Paris
- **2003**, Gaston Phébus by Jean-Claude Lalanne-Cassou
Article published in the Dictionary of Literary Works of Quebec, Canada
- **2001**, The Geopolitics of the European Spirit, Article published by the Robert Schuman Foundation Paris