

Curriculum Vitae

Gitte Nielsen

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Profile in brief

Dedicated communicator and coordinator who loves see powerful results using good communications, writes well and has strong analytical skills. Always looking to secure overview and the best solutions, I prefer to approach tasks with humour and a smile.

Work experience

- 2015- **Bid Manager/consultant, ALECTIA** (engineering consulting company)
Development of tender documents and presentation materials for ALECTIA's Building division.
- 2014-2015 **Freelance communications consultant**
2015: Copywriting of website texts and quality assurance of tender documents for KANT Architects

2014: Editing reports analysing municipal waste management systems in a number of EU countries for Copenhagen Resource Institute
- 2011-2013 **Communications consultant, European Environment Agency**
Member of the editorial team and project coordinator for "Late Lessons from Early Warnings: Science, Precaution, Innovation" (report on the precautionary principle, published January 2013) driving the process in cooperation with a wide range of international authors, reviewers and stakeholders. Editing, copywriting of non-technical summaries of case studies on environmental and public health issues, coordination of workshops and meetings, research and analyses, communication activities.

Assistant to the Executive Director, European Environment Agency
Liaison with stakeholders, research and analyses, meeting arrangements including planning of writers' workshop in coordination with UNEP.

Furthermore, I contributed to the following reports:
 - *Environmental Indicator Report 2013 – Natural resources and human well-being in a green economy*
 - *Green infrastructure and territorial cohesion - The concept of green infrastructure and its integration into policies using monitoring systems*
- 2009-2010 **2009-2010: Freelance communications consultant**
Press attaché at the COP15 Climate Summit 2009 for UN Framework for Climate Change Convention and the Danish Ministry of Foreign Affairs. Foreign Ministry. Accreditation and servicing of 4,500 international media representatives.

Media relations assistant at 121st IOC session and 13th Olympic Congress 2009 servicing of 1,650 international media representatives – including information about activities, execution of press conferences, research and translations.
- 2007-2009 **Executive Associate/communications consultant**
Kreab Gavin Anderson (communications consultancy)
Executive Associate/communications consultant. Project management and participation in projects for clients involving internal and external communications, public affairs and financial communications - including preparation of communication materials, media relations, research and analyses.

- 1997-2007 **Project coordinator and PA**
OutCom A/S Public Relations and Reputation Management
 Project coordinator on communication and change management projects for Danish and international clients. PA to the managing director.
- 1994-1997 **HR assistant**
Access Personnel A/S (recruitment agency)
 PA for sales consultants, interviews with job applicants, client contacts, recruitment of personnel, development of presentation materials and advertisements.
- 1993-1994 **Temp agencies**
- 1992 **Financial assistant, Gyllenhammer & Partners (stockbroker)**
 Back office functions re. dealings in stocks and bonds, correspondence, bookkeeping, reporting.
- 1986-1991 **Kontorelev + assistant in foreign exchange department, Lannung Bank**
 Back office functions re. foreign exchange dealings, backup for dealers, organising administrative procedures and IT systems, correspondence Danish/English, bookkeeping, reporting, teaching of trainees.

Education

- 2007 Master of Professional Communications, Roskilde University
- 2003 BA minor in communications, Copenhagen Business School
- 2001 Certificate in Human Resource Management, Niels Brock Copenhagen Business College
- 1998 Certificate in English Business Language, Copenhagen Business School

Courses

- 2014 Change Management Practitioner, RM Academy (certified by AMPG International™)
- 2010 Journalistic writing, Update/Danish School of Media and Journalism
- 2010 Intercultural Awareness, Itim International

Languages

Perfect Danish (mother tongue), fluent in English both written and oral, communicates in 'Scandinavian', reads and understands German, some knowledge of French.

IT

Skilled user of e.g. Microsoft Word, PowerPoint, Excel and Outlook. Some knowledge of Adobe Photoshop, InDesign, Wordpress and OpenOffice. I am used learning new systems, supporting my colleagues and solving minor technical problems.

Associations

- 1990- Active member of Amnesty International for many years, inter alia as coordinator for Working Group on Torture, communications officer for Amnesty in Concert (concerts for free speech), Chairman of Amnesty Copenhagen and the Danish Policy Committee. I have participated in various campaigns and projects. My work has included planning of meetings, taking minutes, inspiring other volunteers, preparing information materials and press releases. Furthermore, I have contributed to the planning and execution of numerous debates and events.
- 2007-2010 Member of the board of MPK Alumni (RUC)

Personal information and interests

I am 47 years old and live with my boyfriend in Copenhagen. In my free time I enjoy hiking and biking in nature – often bringing a camera. I practise ashtanga yoga, run and swim. I read novels and discuss some of them with my book club, attend concerts and art exhibits.