

Susanna Häggel

E-mail: susannahaggel@hotmail.com

Tel: +39-392 154 8938

Citizenship: Swedish

Date of birth: 26 May 1968



CURRICULUM VITAE

Employment:

- 2013 - 2016 **Administrative Assistant**, The Pew Charitable Trusts, Brussels, Belgium
Responsible for all logistic arrangements in Brussels and Paris; lead event coordination (incl 5 successful high level events); responsible Salesforce database for European contacts; accountancy. Personal Assistant to European Director.
- 2012 **Security Consultant**, International Development Law Org. (IDLO), Rome, Italy
Prepare security briefings for personnel travelling to high risk areas, risk assessments, security and contingency plans and business continuity plans; assist with security arrangements at international meetings with high representatives.
- 2007 **Military Observer**, UNMOGIP (Kashmir), United Nations/Swedish Defence
Responsible liaison with stakeholders at different levels; reporting political and military developments; training colleagues and local staff; investigations; security assessment and evacuation plans; representation at international ceremonies.
- 2003 **Commanding Officer**, Swedish Military Logistic Unit, MONUC, DR Congo, United Nations/Swedish Defence
Supervise 8 personnel; lead purchase and handling goods, plan and coordinate logistic and personnel transports incl. security; liaison stakeholders; accountancy.
- 2002 - 2004 **Desk officer**, Current Operations, Swedish Defence, Stockholm/Uppsala, Sweden
Liaison between national personnel in conflict/post-conflict areas and Swedish HQ; coordinate planning, training, logistic and personnel transports; develop security and evacuation plans; visits to conflict/post-conflict areas.
- 2001 - 2002 **Logistics/Administration**, NORDCAPS (Swedish Defence), Stockholm, Sweden
Lead event organisation at national/international level for <30 participants; international travel arrangements.
- 2000 - 2001 **Commanding Officer** Swedish Military Logistic Unit, SFOR, Doboij, Bosnia
Lead purchase and handle goods, coordinate logistic and personnel transports incl security, representation at international meetings, HR issues.
- 1999 - 2001 **Secretary**, Common Fund for Commodities, Amsterdam, The Netherlands
Planning and organisation of multi-national meeting in Cairo, Egypt, for 170 participants including documents and travel arrangements; administration.

1994 - 1995 **Military Assistant**, UNPROFOR, Zagreb, Croatia, United Nations/Swedish Defence
Lead liaison with 34 international military contingents about campsite; deputy platoon leader 26 staff; responsible for ceremonies for deceased UN personnel; HR matters.

Education:

2012 International Crisis Management, Swedish Defence College, Stockholm, Sweden
2005 - 2010 Bachelor degree in International Relations, Malmö University, Sweden
Subjects: International Relations, Peace and Conflict, Islam studies, Rhetorica
2006 Introduction to Mine Action, Swedish Demining and EOD Centre, Eksjö, Sweden
2004 - 2005 Higher Reserve Officer's course, Swedish Defence College, Stockholm, Sweden
2003 UNMOC United Nations Military Observer course, Niinisalo, Finland
2002 UNLOC United Nations Logistic Officers course, Sessvollmoen, Norway
1992 Certificat de Français du Secrétariat de la Chambre de Commerce de Paris
1992 Cambridge University Certificate in English for Int'l Business & Trade
1991 - 1992 Executive Secretarial Studies, Institute for Int'l Education, Stockholm, Sweden

Commission of trust:

2016 - present NRDC-ITA Women's International Club (NIWIC) - Communication/Coordinator
2017 - present Swedish Church in Milan - Vice President
2017 - present Swedish Women's Association in Milan (SWEA) - Treasurer

Language skills:	Swedish	Mother tongue	Dutch	Excellent command
	English	Fluent	Italian	Excellent command
	French	Fluent	German	Good command

Trainings: Conflict Management, People Management, Time Management Training

Computer skills: MS Office; Internet; PeopleSoft (financial management); Salesforce (database)

Other skills: Organisation, Leadership, Communication, Presentation

Personal profile: Accurate, adaptable, pro-active, pragmatic, problem solving, integrity, self awareness, flexible, sociable, multinational experience, multilingual, emotional intelligence

Driver's licence: Swedish: B (car)

References:

Mr Tomas Abrahamsson tomas.abrahamsson@gov.se +46-73-253 4356	Ms Uta Bellion ubellion@pewtrusts.org +32-498-222 145
Mr Nils Gustavsson nisse50@bredband.net +46-70-657 7026	

I authorize research of my personal data in accordance with recruitment regulation 196/03.