

## Curriculum Vitae

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<b>Name of Firm</b>	: Skat, St. Gallen, Switzerland
<b>Name of Staff</b>	: <b>Stephanie Theis</b>
<b>Profession</b>	: MA Development Studies
<b>Date of Birth</b>	: 21 February 1986
<b>Years with Firm</b>	: since 2016
<b>Nationality</b>	: German

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### KEY COMPETENCIES

Stephanie Theis is a development professional with over 5 years of experience in managing projects for marginalized people, with a strong focus on capacity building and knowledge management.

Stephanie successfully designed and implemented programmes, especially in the fields of women empowerment, SMEs, advocacy, formal and non-formal education, capacity building and knowledge management with the vision of reducing poverty through providing access to education for marginalized women and their children regardless of religion or identity.

She has experience in managing projects in fragile contexts, such as after the earthquake in Nepal. She thrives in cross-cultural contexts, and has propelled participatory and gender-sensitive approaches for attaining effective development outcomes in complex interdisciplinary development challenges.

Academically and professionally trained in project management approaches, she applies her knowledge to bring people together, to address critical gaps, improve best practices and seek to share knowledge. A proven problem solver, collaborator, and team member, Stephanie successfully brings together partners across agencies and borders to share knowledge and form dynamic partnerships.

### EDUCATION

	: Certificate of Advanced Studies in Project Management
<b>2014</b>	: University Züricher Hochschule für Angewandte Wissenschaften, Zürich, Switzerland
	: Master of Arts in Development Studies
<b>2012 – 2014</b>	: University of Kathmandu (KU), Kathmandu, Nepal
	: Bachelor of Arts in Social Work specialized in Gender
<b>2007 – 2010</b>	: University Siegen, Germany

### LANGUAGES

	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
German (native)	Excellent	Excellent	Excellent
English	Fluent	Fluent	Fluent
Nepali	Good	Basic	Basic
Spanish	Basic	Basic	Basic

## EMPLOYMENT RECORD AND PROFESSIONAL EXPERIENCE

### Skat, St Gallen, Switzerland

#### Communication and Content Management

since November 2016

- Implementation of the external communication concept of Skat Consulting Ltd.
- Conceptual and technical support in the development of the websites for Skat Consulting Ltd. and Skat Foundation
- Responsible for the development of the content of communication messages for Skat Consulting and Skat Foundation
- Support in the organization and implementation of a Study Visit of a Ukrainian Delegation in Switzerland to learn about decentralization and citizen's participation

### Usthi Foundation Switzerland, Nepal

#### Programme Coordinator

2015

#### Emergency and Reconstruction Project of 130 permanent houses after the earthquake in Nepal

- **Conceptual and methodological advice on Knowledge Management:** Establishment of collaboration mechanisms among beneficiaries
- **Monitoring and Evaluation;** Development of Baseline and Monitoring Result Indicators
- Needs assessment and emergency relief implementation
- Design of owner-driven housing reconstruction project, proposal development

### OLOW, Kathmandu, Nepal

#### Advisor, Project Coordinator

2010 - 2013

- Co-Founder of OLOW Nepal: **Establishment and registration of a NGO** in Nepal implementing educational projects for marginalized women and children with focus on gender
- Backstopping and conceptual support in the implementation of the project, including their **communication strategy and knowledge sharing activities**
- **Methodical advice and capacity building** in project cycle management (i.e. strategy development, development of an organizational structure, conceptualization)
- Participatory development of a **Planning, Monitoring and Evaluation system** for various educational projects.
- Supporting in the development of Baseline Indicators and participatory development of Result Indicators (on-going since 2010). Support in **proposal development and fundraising activities**

### Friedrich Ebert Stiftung (FES) Office, Kathmandu, Nepal

#### RESEARCH INTERNSHIP

2012

- Conducting research on "Discrimination of Women in Rural Areas in Nepal"
- Support in the organisation of the Regional Conference on "Women Leadership in South Asia" by India office of FES in Nepal
- Documentation and systematization of research results

### Diakonie Networking, Siegen

#### Trainer of continuing education

2007 - 2010

- Conducting qualification schemes for job seekers, controlling and evaluation of qualification schemes and job creation schemes, developing individual action plans, case management and corresponding reporting, business plan development

### Association for Social Work and Culture SW e.V., Siegen

#### Language teacher

2007- 2010

- Preparation of Curriculum, preparation of lessons, teaching German language for unaccompanied refugees

## PROFESSIONAL DEVELOPMENT

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- 06.2016**                    **One month Spanish Intensive Course** – International House, Madrid
- 03.2015**                    **Online course: “Gender and Development Training”**,  
Global Human Rights Leadership Training (GHRLTI), 4 weeks
- 04.2015**                    **Online course: “Engaging Citizens- A Game Changer for Development?”**  
MOOC, by Worldbank, 4 weeks
- since 10.2014**            **Certified Project Manager IPMA Level C®**, International Project Management  
Association, Glattbrugg, Switzerland
- 02.2014-07.2014**        **Certificate of Advanced Studies in Project Management**,  
ZHAW School of Management and Law, Zürich, Switzerland