

Curriculum Vitae

Name of Firm	: Skat, St. Gallen, Switzerland
Name of Staff	: Stephanie Theis
Profession	: MA Development Studies, IPMA Certified Project Manager
Date of Birth	: 21 February 1986
Years with Firm	: since November 2016
Nationality	: German

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 knowledge management and communication.

She 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.

Stephanie thrives in cross-cultural contexts, and has propelled participatory and gender-sensitive approaches for attaining effective development outcomes in complex interdisciplinary development challenges. She has experience in using various communication tools for the dissemination of different types of knowledge products and in the management of Wordpress Websites and social media platforms.

She is skilled in workshop facilitation, designing and implementing knowledge sharing events and meetings and uses innovative instruments to enhance exchange.

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

LANGUAGES

	Speaking	Reading	Writing
German (native)	Excellent	Excellent	Excellent
English	Fluent	Fluent	Fluent
Nepali	Basic	Basic	Basic
Spanish	Basic	Basic	Basic

EMPLOYMENT RECORD AND PROFESSIONAL EXPERIENCE

Skat, St Gallen, Switzerland

Knowledge Management and Communications Specialist since November 2016

- Implementation of the external communication concept of Skat Consulting Ltd. and development of communication products
- Conceptual and technical development of the websites for Skat Consulting Ltd. and Skat Foundation (www.skat.ch; www.skat-foundation.ch)
- Responsible for the development of the content of communication messages for Skat Consulting Ltd. and Skat Foundation
- Support in the organization and implementation of workshops and events

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

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