



Tiina Ristmäe

Date of birth: 30 May 1979 | **Nationality:** Estonian | **Gender:** Female |
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● EDUCATION AND TRAINING

1 AUG 2005 – 1 OCT 2006 – Stockholm, Sweden
MASTER IN SAFETY PROMOTION – Karolinska Institute

1 SEP 1999 – 1 JUN 2002 – Pärnu, Estonia
SOCIAL WORK ADMINISTRATION, DIPLOMA STUDY – University of Tartu Pärnu College

● WORK EXPERIENCE

1 JAN 2016 – 30 OCT 2018 – Bonn, Germany
PROJECT EXECUTIVE (EU EXCHANGE OF EXPERTS PROJECT) – GERMAN FEDERAL AGENCY FOR TECHNICAL RELIEF (THW)

- preparing and implementing the civil protection expertise exchange
- project documentation
- communication with project participants
- budget monitoring
- project activities implementation
- project reporting
- communication with project stakeholders

Bonn, Germany

1 SEP 2012 – 1 NOV 2015
EXPERT IN THE INTERNATIONAL PROJECT "DEVELOPING OF COMMUNITY SAFETY IN MOLDOVAN RURAL AREAS" – NGO ESTONIAN NEIGHBOURHOOD WATCH

- developing the crime prevention training materials and safety toolkits
- conduct trainings about crime prevention
- monitor and evaluate the implemented activities in Moldova
- give consultations and support regarding the project activities

Tallinn, Estonia

1 FEB 2015 – 1 NOV 2015
PROJECT MANAGER – NGO ESTONIAN NEIGHBOURHOOD WATCH

- project documentation
- travel management
- budget monitoring
- communication and reporting to the project financier

Tallinn, Estonia

1 JUN 2006 – 1 SEP 2014

MANAGER – NGO ESTONIAN NEIGHBOURHOOD WATCH

- ensuring and developing operating ability of the organisation
- management of the human resources
- international relations of the organisation
- media spokesperson
- co-operation with other institutions

Tallinn, Estonia

1 JAN 2003 – 1 JUN 2006

PROJECT MANAGER, SCHOOL SAFETY PROJECT – NGO ESTONIAN NEIGHBOURHOOD WATCH

- implementing the project activities
- supporting schools to start and implement the project
- communication with media, financers, co-operation partners

Tallinn, Estonia

1 NOV 2018 – 30 AUG 2019 – Bonn, Germany

STAFF SPECIALIST – GERMAN GOVERNMENT AGENCY FOR TECHNICAL RELIEF (THW)

- Acquisition of German national research projects in the field of civil protection
- publication of the research projects results
- participation and input in the stakeholders activities

1 SEP 2019 – CURRENT – Bonn, Germany

CURSOR PROJECT COORDINATOR – GERMAN GOVERNMENT AGENCY FOR TECHNICAL RELIEF (THW)

- project coordination and leadership
- monitoring the daily progress of the project
- project governance
- communication and exchange with the European Commission and project stakeholders
- participation in the stakeholder activities
- project reporting (financial and technical)

1 SEP 2021 – CURRENT

IFAFRI VICE-CHAIR

International Forum to Advance First Responder Innovation. Voluntary position.

Main responsibilities:

- network internal communication and exchange
- network external communication and exchange
- supporting the committees work
- putting together the networks strategy 2022-2025
- putting together and monitoring the networks working plan
- supervising the network project management office

● LANGUAGE SKILLS

Mother tongue(s): **ESTONIAN**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | C1 | C1 | C1 | C1 | C1 |
| GERMAN | C1 | C1 | C1 | C1 | C1 |
| RUSSIAN | B1 | B1 | B1 | B1 | A2 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Office | Zoom | Google Drive | Google Docs | Social Media

● ORGANISATIONAL SKILLS

Organisational skills

- good managerial skills gained through leading and participating in different projects
- good organisational skills gained through managing the fluent work of a national organisation and international research activities
- leadership (been responsible for a team of 17 people, coordinating an international project with 18 partners)

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- good communication skills gained through my experience as trainer and expert.
- profound knowledge of cultural diversity, conflict communication
- professional interaction skills with individuals and groups
- problem solving and decision making skills
- good negotiation and persuasion skills

● **JOB-RELATED SKILLS**

Job-related skills

- good verbal and written communication skills
- able to lead a team and work in the team
- planning, organising and showing initiative
- good self-management skills
- analytical thinking
- flexible, adapting quickly with changes and new situations
- strong sense of responsibility
- collaborative and positive approach