




PERSONAL INFORMATION

Isabel Hernández de la Rosa



 Centre d'Estudis Sociològics sobre la Vida Quotidiana i el Treball – QUIT
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Sex Female | Date of birth 09/02/1967 | Nationality Spanish

JOB APPLIED FOR

Contract management and administrative support

CURRENT POSITION

Project Manager at the Centre d'Estudis Sociològics sobre la Vida Quotidiana i el Treball – QUIT (Sociological Research Centre on Everyday Life and Work), Universitat Autònoma de Barcelona

WORK EXPERIENCE

2005 to present

Project Manager

Centre d'Estudis Sociològics sobre la Vida Quotidiana i el Treball – QUIT (<http://quit.uab.cat/en/>) - Universitat Autònoma de Barcelona

Coordination of national and international research programs on the fields of employment, changes in the labour market, industrial relations and daily life.

- Elaboration of proposals, identification of funding opportunities, channelling of communication with all institutions involved
- Follow-up of time and deadlines, resource plans, finances, and reporting activities.
- Organization of scientific dissemination activities

Main achievements: 10-year experience in management activities in the framework of the main European research and cooperation programs, including the Framework Programmes (VI, VII, H2020), DG Employment, Social Affairs and Inclusion calls, DG Justice calls, and Eurofound.

Main projects: Relaunching Collective Bargaining Coverage in Outsourced Services – RECOVER (DG Employment, Social Affairs and Inclusion, GA VS/2016/0351), Work and Life Quality in New and Growing Jobs – WALQING (7 PM - Agreement SSH-CT-2009-244597); Meeting the challenges of economic uncertainty and sustainability through employment, industrial relations, social and environmental policies in European countries – GUSTO (7 PM - SSH-CT-2009-225301); Resources, rights and capabilities; in search of social foundations - CAPRIGHT (VI FP); Dynamics of national employment models-DYNAMO (VI FP CIT2-CT-2004-508521)

2003-2005

Research Support Technician

Centre d'Estudis Sociològics sobre la Vida Quotidiana i el Treball – QUIT (<http://quit.uab.cat/en/>) - Universitat Autònoma de Barcelona

Technical and financial management of a pool of research projects funded in the framework of different national and European programs.

- Developed proposals in support to researchers in the group in the collection and reviewing of information, designing time planning, supervising budget uses, and preparing evaluation reports.
- Organized the logistics of project meetings and conferences. Organized scientific research dissemination events.

- 2002-2003 **Research assistant**
 Centre d'Estudis Sociològics sobre la Vida Quotidiana i el Treball – QUIT (<http://quit.uab.cat/en/>) -
 Universitat Autònoma de Barcelona
- Supported researchers in applications (reviewing and preparing documentation) and with those tasks related to a project's lifecycle, including administrative support, and management of resources.
- 1997-2002 **Management assistant**
 Industrias CRM de Barcelona, S.L. (Rubí, Barcelona)
- Responsible for invoicing and accounts management as well as responsible of risk prevention.
- Business: Forging and hot stamping of non-ferrous metals (brass)
- 1993-1996 **Management assistant**
 KLR Crystal Spain (Rubí, Barcelona)
- Daily accounting tasks, in charge of import-export procedures, attention to customers and coordination of participation in trade fairs.
- Business: Decorative glass sector
- 1991-1992 **Research assistant**
 Institute of Material Science of Barcelona (ICMAB) , Universitat Autònoma de Barcelona
- Research tasks related to the hydroxyapatite coatings on titanium implants

EDUCATION AND TRAINING

- 1985-1991 **Bachelor's Degree in Chemistry (specialisation in Inorganic chemistry)**
 Faculty of Sciences, Universitat Autònoma de Barcelona (Spain)

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C1	B2	B2	C1
Certificate in Advanced English (Grade C)					
Italian	B2	B2	B2	B2	B2
Certificat d'Aptitud (Escola Oficial d'Idiomes)					
Catalan	C2	C2	C2	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

- Computer skills
- Microsoft Office suite
 - E-mails management (Outlook, Thunderbird).
 - Also competent with sector specific software package (SAP)
 - Web site/blog management: Wordpress
 - Open Journal Systems (OJS)
 - Mendeley; Social media management

Driving licence Full clean type B

ADDITIONAL INFORMATION

- Courses
- Certifications
- Course on Open Journal System organised by UAB – Digital Journals (06/2013)
 - Attended the course “Seminar on management of FP7 projects” organised jointly by Centre for the Development of Industrial Technology (CDTI). (06/2010)
 - Attended the course “IP issues within FP7 projects: practical aspects” organised by the European and International Projects’ Service of the Agency for Management of University and Research Grants on April, 2009
 - Attended the course “Balance sheet analysis” organised by the Fundació Privada CECOT Formació and sponsored by the Department of Employment – Generalitat de Catalunya and the European Social Fund. (12/2000 – 02/2001).
 - Attended the course “Human resource management, payroll and social security” organised by the union CCOO. (10/1999 – 12/1999).