

CURRICULUM VITAE

Victoria Biedermann

Email: victoria.biedermann@swisscontact.org

Phone: +41 44 454 17 34



PROFILE (BIO)

Current position: Advisor Knowledge Exchange and Learning

Education: Master of Science in Economics, Institutions & Public Policies, CAS in Development and Cooperation
ETH Zurich (ending 2023)

Languages: German & Italian (mother tongue), English & Spanish (professional fluency)

Profile statement:

Dedicated professional with field experience in direct project acquisition and implementation in Peru and Argentina, complemented by several years in different knowledge management roles and project support functions at head office. Excellent organisational, planning and online moderation/facilitation skills. Truly passionate about bringing people together and creating value through exchange, she is an expert in the setting up and developing Communities of Practices for institutional knowledge exchange and learning. Victoria has developed and implemented a capacity building system for internal knowledge management to support experts and project to capitalise institutional knowledge.

A generalist that has worked across many thematic areas such as skills development, trade, financial inclusion, ISD, gender, entrepreneurship, digitalisation etc., hence has a good general understanding of development, that allows her to quickly connect the right dots.

KEY QUALIFICATIONS

Knowledge management, Community facilitation, Online moderation and Training, Digitalisation, e-learning, Virtual Collaboration, Experience Capitalisation

PROFESSIONAL EXPERIENCE

<p>Institution: Swisscontact Date: 07.2015 – present</p>	<p>Position: Advisor Knowledge Exchange and Learning Develop and maintain the internal Communities of Practice (COPs) and build capacities of COP Leaders in their role as global community facilitators. Develop and update internal knowledge management methodologies, tools, and infrastructures. Build and implement knowledge management frameworks and strategies to capitalise learning and experiences developed by projects. Coordinate thematic experts, support internal exchange, and cross topical learning. Organise and facilitate internal and external online exchange events and trainings. Responsible for the consolidation of knowledge and support to projects in the successful implementation of digitalisation efforts</p>
<p>Institution: Swisscontact / SIPPO Project Date: 07.2020 – 08-2021</p>	<p>Position: Ad Interim SIPPO Trade Promotion Academy (TPA) Coordinator Responsible for the development and promotion of the TPA with partner counties. Coordination and support of content development for e-learning offer.</p>
<p>Institution: Swisscontact Peru Date: 04.2014 – 06.2015</p>	<p>Position: Project coordinator Manage the development, design, and acquisition of new project in the area of Skills Development with focus on Private sector engagement. Conduct feasibility study of new project ideas among national public and private</p>

	<p>stakeholders and develop local networks.</p> <p>Represent the organisation and hold presentations during thematic conferences and events.</p> <p>Support country representative in strategic management of the organisation.</p>
<p>Institution: BSL Lausanne</p> <p>Date: 10.2013-03.2024</p>	<p>Position EMBA/MBA coordinator</p> <p>Coordinate MBA programme: prepare and manage course schedules, approve course content, manage deliverables, and programme deadlines, coordinate course evaluations.</p> <p>Liaison between professors, students, and institutional interests.</p> <p>Develop, draft and widespread new policies.</p>
<p>Institution: Habitat for Humanity Germany, Köln, Germany</p> <p>Date: 10.2013-12.2013</p>	<p>Position: Freelance Fundraiser</p> <p>Design a fundraising and awareness project with International Schools in Switzerland to promote fundraising actions and mission trips in support of Habitat for Humanity's mission in South America.</p> <p>Manage contact with schools, design project presentation, send proposal, follow up actions.</p>
<p>Institution: Habitat for Humanity Argentina, Buenos Aires, Argentina</p> <p>Date: 03.2011-04.2013</p>	<p>Position: Project Manager</p> <p>Designed and planned a two-year international fundraising and volunteering project.</p> <p>Co-design and plan a neighbourhood development project.</p> <p>Coordinate the implementation of project activities. Monitor and evaluate effectiveness of the project in terms of fundraising goals, families served, and compliance with international guidelines. Identify gaps and modify programme strategy and processes to optimise operations and income generation.</p> <p>Plan and coordinate major construction events and special missions.</p> <p>Administrate project's budgets. Develop and maintain financial reporting system.</p> <p>Provide training and coaching to staff, volunteers, and target families. Prepare and update training material, facilitate participative meetings/evaluation sessions.</p>
<p>Institution: Habitat for Humanity Argentina, Buenos Aires, Argentina</p> <p>Date: 06.2010-02.2011</p>	<p>Position: Team Leader and Trainer</p> <p>Assisted with organisation, implementation, and evaluation of construction trips. Serve as an on-site supervisor, provide translation services, and represent the organisation with volunteers, donors and partner families.</p> <p>Kept orientation materials and database up to date. Write blog posts and support communication with volunteers and donors.</p> <p>Develop training materials on financial literacy, plan and execute a training to partner families.</p>
<p>Institution: SCHINDLER MANAGEMENT LTD, Ebikon, Switzerland</p> <p>Date: 04.2008-04.2010</p>	<p>Position: Junior International Assignment Specialist</p> <p>Overall responsibility for the expatriate population to the American continent and worldwide transfers under the corporate Development Assignment Policy. Initiation and management of international transfer processes through application of company policies (contract, salary calculation, proposal for insurance schemes, tax advice).</p> <p>Explanation of transfer documents and modalities to the expatriate population.</p> <p>Maintenance of the international population data in SAP.</p> <p>Research and analysis of best practices in international assignment fields – Insurance providers, moving companies, intercultural and language trainings.</p>

REFERENCE PROJECTS

Construya Peru: project proposal development

ASTHA Bangladesh: support in development of digitalisation initiative and capitalisation of experiences