

## PERSONAL INFORMATION



## Alexandra Davidsson

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Sex Female | Date of birth 27/06/1990 | Nationality Swedish

## PREFERRED JOB

Sustainable Development, Gender, Professional Officer, Secretary General, Management, Communications or others related

## WORK EXPERIENCE

(2016 JAN - Present)

## Secretary General

Medveten Konsumtion (Swedish Sustainability Association), Stockholm, Sweden

- A temporary position until end of January 2017 in a Swedish association that works for sustainable development and raising awareness so that consumers can make active choices when buying things through e.g. lectures in the subjects. I coordinate activities, have personnel responsibility and responsible for the operational work. I follow a own developed business plan and reports regularly to the board. I have both employer responsibility and financial responsibility for the association and am actively working with resource efficiency and prioritize efforts by outcomes and relevance. I am also responsible for the development of the association and activity planning ahead, as well as further development of the communications strategy. The position also includes operational project management of some of the association's activities and events such as the "Återvinningsfesten" in Hornstull, Stockholm with over 100.000 of visitors. The association's full-time is equivalent to 80%. Engage in several policyoriented work in a broad range of sustainable development, such as high-level meetings and committees for instance in the Swedish Governments working group for A Fair Trade Nation. Understanding of and respect to the challenges of sustainable development in developing countries.

**Business or sector** Non-profit sector, Sustainable Development, Advocacy, Management, National

(2016 FEB - Present)

## Project Manager

RealStars - For Fair sex, Against trafficking, Stockholm, Sweden

- I work part-time as a project manager for the non-profit organization RealStars which works for Fair Sex - Against Trafficking. My mission is to establish a daughter association in Stockholm as well as anchor it locally and nationally. I am also in charge of developing the organizations' ambassador-activity, coordinating volunteers and related assignments.

**Business or sector** Non-profit sector, Gender, Advocacy, Management

(2016 AUG - 2017 AUG)

## Commissioner, Association Board of Trustees

FNUF (Norden Association Youth League), Sweden and the Nordic Countries

- FNUF - Norden Association Youth League, is a politically independent non-profit organization that works to strengthen young people's opportunities in the Nordic countries. It does so by create a platform where young people can meet; to increase understanding between cultures and languages; strengthening the conditions for young people's mobility; and to promote an international Nordism; FNUF contribute to a sustainable peace in the region. I will create Nordic platforms for youths who work with gender and sustainable development.

**Business or sector** Non-profit sector, Board work, International, Gender, Sustainable Development

**(2015 NOV - Present) Process and Project Manager**

Local Hero, Centraförbundet för alkohol och narkotika-upplysning, Sweden

- A one year assignment where I have undertaken professional training in process and project management. On average I work with adolescents nationally one weekend every other month, where I help youths themselves to manage projects from start to finish. It also involves talking about the impacts of alcohol and drugs with the participants.

**Business or sector** Non-profit sector, Advocacy

**(2010 MAY - 2016 JAN) Sales Representative**

Guldfynd, Iduna AB, Sweden

- From May 2010 to June 2015 I had an extra-job at Guldfynd in Trollhättan. From August 2015 to January 2016, I held a part-time position at a Guldfynd store in Uppsala while I was applying for a full-time job related to my education and experience. I represented the store, helped clients, followed budgetary goals and performed thereafter. Made it to the regionlist on several occasions as the best seller in different categories. Learned to be very service-minded (which clients often acknowledge) and fully equipped to keep calm and professional in stressful situations. Understands the concept of how to successfully communicate the value of a service or product.

**Business or sector** Sales

**(2015 AUG - Present) Founder and Owner**

My own web-based company, Alexandra Davidsson

- Have created and designed my own website with an inspired blog. This is a work of joy that I do in my spare-time. I take care of all accounting myself and develop my skills in webdesign and marketing where I help other people by building online resumes.

**Business or sector** Web, Self-employed

**(2014 NOV - 2015 MAY) Internal Communications Fellow**

Internal Communications, Partnership and Governance Service Division (PGM), United Nations World Food Program (WFP), Headquarters, Rome, Italy

- A six-month fellowship where I was in charge of Google Analytics to improve communications and worked with all gender-related matters such as informal trainings, writing and publishing creative articles, participated in workshops, and the overall re-structure of WFP's internal website where I worked with WFP's overall taxonomy and knowledge management. Increased my understanding of the issues of organizing and labeling information for employees from wide cultural, geographical and knowledge diversity; gender and communications; as well as UN and WFP rules and infrastructure. Monitored the Millennium Goals and the SDGs, participated at several seminars. Understanding of and respect to the challenges of sustainable development in developing countries. Holds a letter of recommendation where one can read that the division wished to hire me.

**Business or sector** International Organization, Communications, Gender

**(2014 MAR - 2014 APR) News and Media Intern**

News and Media, Department of Public Information, United Nations Headquarters, New York, USA

- I was headhunted by the Director of the Department to this project. I developed a dictionary for a speech-to-text-machine that was going to be used for the Spokesperson of the Secretary General's daily noon-briefings. I developed my knowledge about UN applications and working terms. Holds a letter of recommendation which states that I am very optimistic and quick to learn.

**Business or sector** International Organization, Communications, Technology

**(2013 NOV - 2014 APR) Information Management Intern**

Information Management Unit, Department of Public Information, United Nations Headquarters, New York, USA

- Developed my specialized knowledge of UN rules, regulation, infrastructure, and workflow. My role consisted in providing knowledge management support to the global network of United Nations Information Centre's and administrative advocacy work. In this capacity, I interacted with the Office of the Spokesperson of the Secretary-General, Heads of Offices, and Public Information Offices around the world to help disseminate key UN messages to a local audience and in local languages. Monitored the Millennium Goals and the SDGs, participated at several seminars. Holds a letter of recommendation where one can read that I needed minimal supervision.

**Business or sector** International Organization, Administration, Communications

(2010 APR - 2014 JAN)

### Acting Head of Office, National Coordinator and Diplomaed Young Ambassador for Human Rights by former Swedish Minister of Integration Erik Ullenhag

Youth Embassy, Executive Office, Uddevalla Municipality, Sweden

- A EU-financed project I was enrolled in September 2009 and then underwent six months of nonprofit training before employment. Worked with project management and communications in various forms. The project intended to combat values and behaviors that were not consistent with the equal rights of all through lectures, dialogue groups and mentoring. I learned how to work in a multicultural environment, working professionally and to manage a project. I received great knowledge on how to deal with media, administration, held over 300 lectures and hundreds of dialogue groups. I received many responsibilities in addition to my initial role: I was appointed the project's national coordinator and managed 39 colleagues, was hired as a consultant in the region, included in the projects' reference group as an expert in human rights and gender. I had staff and budget responsibility, recruited and trained new young ambassadors and organized the diploma-ceremony with the former Minister of Integration twice. I have a letter of recommendation which states that I was assigned many heavy responsibilities because of my ability to "multitask without losing focus" and my "high rhetorical skills". This was a collaboration between 14 municipalities in Fyrbodalen with Uddevalla Municipality as the projectowner. I gained solid experience in being a central figure in implementing and anchoring projects with municipalities, companies, organizations and schools. It required a great ability to keep track of details and able to communicate with multiple actors simultaneously on different levels.

**Business or sector** Public Sector, Project Management, Human Rights, Gender, Sustainable development

(2009 SEPT - 2012 MAY)

### Student Ambassador

University West, Trollhättan, Sweden

- Represented the University on official events. Also had responsibility of presenting self-designed lectures for new students, the marketing on social media as well as the recruitment for new student ambassadors during the autumn of 2011. Holds a letter of recommendation.

**Business or sector** Public Sector, Marketing

(2010 OCT - 2012 JUN)

### Information Officer

The project "Skyddsnet", Save the Children, Sweden

- Certified within the UN Convention of the Child. The course gave me a deeper understanding of the Convention and how it can be applied and communicated in the society. I was educated to hold lectures within the field.

**Business or sector** Non-profit Sector, Advocacy

(2001 AUG - 2012 JUN)

### Association Activities (President, Secretary, Columnist, Commissioner)

Primarily within the Student Union

- Have 12 years of experience within board work where I have been elected as President (2,5 years), Secretary (4 years), Commissioner (2 years), Columnist and founder of the Student Editorial Staff (1,5 years) and Representative (2 years). I discovered my interest in board work when I as an 11 year old was summoned to the headmaster and received an exclusive pen because I was "the best secretary that the school had seen for many years". He encouraged me to continue to engage myself in association activities and as you can see above, I did.

**Business or sector** Non-profit Sector, Board Work, Administration, Representative

## EDUCATION AND TRAINING

2012 AUG - 2015 JUN

**Master Degree in Global Studies**

University of Gothenburg, Sweden

- Multi and inter-disciplinary
- Taught in English
- Focus on globalization in various fields such as ethnicity, cultural diversity, worldviews, global political economy and security, conflict resolution and sustainable development
- All courses adopt a gender perspective as well as a sustainable development-approach
- The skills I learned are useful in areas such as development cooperation, project management, humanitarian work, cultural diversity and integration programs, and environmental planning and analysis
- A special focus was placed on independent work methods, critical analysis and problem-solving skills, which is useful in e.g. project management, analysis or drafting reports
- Have a letter of recommendation from the institution
- Wrote a gender-based thesis

2009 AUG - 2012 JUN

**Bachelor Degree in Political Science with a minor in Economy**

University West, Trollhättan, Sweden

- Graduated with honours and an award for best written thesis (gender-based)
- Taught in English
- Adopts a sustainable development and gender-perspective through all courses
- Different parts of the world become politically and economically linked leading to companies, authorities and organizations today face new needs and challenges due to the ongoing globalization, which also requires new knowledge for business intelligence (analysis) and collaboration. I gained this knowledge through this program.
- One becomes equipped to work in international and national organizations, public authorities and cross-border businesses
- Gained a thorough knowledge of politics, economics, economical geography and business intelligence
- I also trained my skills in developing and managing projects across cultural and national boundaries within government agencies, organizations and private companies.
- This knowledge makes me suited to work with intelligence analysis, evaluation, investigation, cooperation and advisory work in various ways.
- The program is called "International Politics and Economics"

2006 AUG - 2009 JUN

**Upper Secondary School, Social Science with an International Focus**

Folkuniversitetets gymnasium, Trollhättan, Sweden

- Resolves around the study of man, society and the world
- Gained knowledge of international politics, environmental issues, social issues and history and learned to analyze man as an individual and as a group being.
- The school's international profile meant that certain parts of the teaching was taught in English, by teachers with English as their mother tongue.
- Prepared for and passed the Cambridge Certificate, an internationally recognized language diploma for English.
- Also passed a language diploma in German
- Studied Spanish for three years
- Graduated with extremely good grades

## PERSONAL SKILLS

Mother tongue(s)

Swedish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Cambridge Certificate					

German	B1	B2	B1	B1	B2
Telc Language Certificate					
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	A2	B1	A1/A2	A1/A2	A2
Replace with name of language certificate. Enter level if known.					
Italian	A2	A2	A1	A1	A1
Replace with name of language certificate. Enter level if known.					
	Listening	Reading	Spoken interaction	Spoken production	
Norwegian	C2	C2	C2	B1	A2
Replace with name of language certificate. Enter level if known.					
Danish	C1	C1	B1	A2	A1
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

#### Communication skills

- Excellent digital and personal communication skills gained through my experience as a Secretary General, Acting Head of Office and National Coordinator, Intern and Fellow at WFP and UNHQ and as Sales Representative
- Excellent communications skills in holding speeches and leading meetings through experience as a president and as National Coordinator and Acting Head of Office where I held over 300 lectures

#### Organisational / managerial skills

- Leadership (was responsible for a team of 39 people) in my profession as a Acting Head of Office and National Coordinator, as well as a President for a non-profit association. Currently responsible for 4 people in my role as a Secretary General, and coordinates over 70 volunteers in my role as a Project Manager.
- Excellent organizational skills gained through my experience as handling several assignments at the same time as my studies (I graduated with honours and received an incentive premium from Uddevalla Executive Office for my accomplishments)
- Excellent managerial skills, especially in project management gained through my experience as a President and Secretary in non-profit associations, as a Process and Project Manager and my leadership-roles in the EU-founded project Youth Embassy, and last but not least my role as a Secretary General for a Swedish national Association.

#### Job-related skills

- Excellent skills of Diplomacy and integrity (gained through several years of being an elected leader and my experiences within the UN, plus it comes naturally to me as a person)
- Excellent skills of research and analytical ability from professions an UN-intern, received an Award for the best written bachelor-thesis
- Excellent command of secretarial skills such as notes taking, preparing first drafts and organizing small and expert group meetings, conferences and seminars (gained through my profession as Secretary General for sustainable development, the Acting Head of Office and National Coordinator, and several years of being an elected and trusted Secretary in Student Unions)
- Excellent administrative skills, preparing inputs to speeches and coordination skills gained through several professions, mostly as the Acting Head of Office and National Coordinator (public administration) and Secretary General and Project Manager for RealStars.
- Exceptionally excellent skills of being a representative and trusted with a lot of responsibility (in all my professions I have received several different responsibility tasks beyond my initial role)
- Used to assist in organizing and participate in high-level round discussions and seminars, mostly from my role as Secretary General
- Very good monitoring skills (gained through my bachelor and master degree as well as when I was an Information Management Intern where this was my primary role)
- Good Procurement skills (gained through my profession as Secretary General, Project Manager and Acting Head of Office on the Executive Office at Uddevalla Municipality)
- Works very well with others and in teams, driven by professional concerns
- Requires little to no supervision in previous works (please see my letters of recommendation)

- Computer skills**
- Excellent command of all Microsoft Office™ tools (in all my assignments and all through my education)
  - Excellent command of HTML-coding including web-design, web-publishing and web-developer (Wordpress, Joomla)
  - Very good command of Google Analytics (responsible for this in my profession as an Internal Communications Fellow at WFP)
  - Proficient command of Photo-editing especially PhotoScape X, Adobe Photoshop (self-learned and used the tools in my educations, my professions as an Information Management Intern, and Internal Communications Officer at UN)
  - Good command of SPSS (training included in my bachelor degree)
  - PhotoScape X Excellent (very similar to Photoshop)
  - Social Media (Facebook, Instagram, Twitter, Reflex, LinkedIn) (self-learned and responsible for this in my current professions as well as the National Coordinator)
- Other skills**
- Sales and service-oriented tasks (gained through my profession as a Sales Representative among other things)
  - Rhetorics (gained through my profession as a National Coordinator)
  - Ability to cope well under pressure (this ability has helped me to save two lives at two different occasions)
  - Strong sense of confidentiality (because of this I've received several heavy responsibility tasks)
- Driving licence**
- B (since September 2008)

## ADDITIONAL INFORMATION

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- Publications**
- The Other Male Rapist - in Swedish News Reporting About Rape, Gothenburg University, 2015
  - *Vad hade du på dig? Representationen av våldtäktsoffer och förövare i tre dagstidningar med olika ideologisk inriktning*, University West, 2012
- Presentations**
- Have held over 300 lectures/presentations in my profession as Secretary General, Project Manager and the Acting Head of Office and National Coordinator in the project Youth Embassy
- Projects**
- Project Manager, Återvinningsfesten in Hornstull, Stockholm, the biggest flea market in the Nordic countries with over 100.000 visitors this year
  - Project Manager, organized an Internal Photo-Campaign for raising awareness about WFP's work and Women's Empowerment for the International Women's Day, World Food Program (WFP), Rome, Italy (2015)
  - Project leader, event SM in Economics, University West, Sweden (2011 & 2012)
  - Project assistant, labor-market day InWest, University West, Sweden (2011)
  - Organized the high school prom (2008)
  - Fundraising to Schools in Zambia (2006)
- Conferences  
Seminars**
- Organized a conference and seminar at University of Gothenburg (have a letter of recommendation for this) (2014)
  - Organized the diploma ceremony of new Young Ambassadors for Human Rights where the Swedish former Minister of Integration Erik Ullenhag participated in 2012 and 2013
- Honours and awards**
- Award for best written thesis, University West, 2012
  - Graduated with honours, University West, 2012
  - Founder of Student Editorial Staff, 2010
  - Received an exclusive pen as the best secretary the school has seen on many years by the Headmaster of Södra Skolan, Åmål, Sweden (2001)
- References**
- Upon request

## ANNEXES

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Among others:

- Letter of Recommendation from Fionnuala Tennyson, Chief, Internal Communications, World Food Program (WFP), Rome, Italy
- Letter of Recommendation from Judith Alagno, Chief, Information Management Unit, United Nations Headquarters, New York, USA
- Letter of Recommendation from Sok Min Seo, Officer, News and Media Division, United Nations Headquarters, New York, USA
- Certificate of Employment and Letter of Recommendation from Rita Paulsson Svensson, Chief, Uddevalla Executive Office, Uddevalla Municipality, Sweden
- Letter of Recommendation, University of Gothenburg, Sweden
- Award for Best written thesis, University West, Trollhättan, Sweden