



## Europass Curriculum Vitae

### Personal information



First name(s) / Surname(s) **Katrin Tamm**  
Address(es) Kase 16  
EE-56241 Tallinn (Estonia)  
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E-mail(s) tammka@kot.ee  
Nationality Estonian  
Date of birth 09/10/1980  
Gender Female

Mobile | +372 856 352

### Desired employment / Occupational field

**Analyst**

### Work experience

Dates	05/11/2005 →
Occupation or position held	Consultant
Main activities and responsibilities	-Consulting clients in matters of corporate communications and media relations -Organizing marketing projects for small and medium- sized companies -Organizing media campaigns in team
Name and address of employer	Targad Vennad Ltd Asula 6, 13215 Tallinn
Type of business or sector	Consultancy
Dates	10/09/2003 - 01/11/2005
Occupation or position held	Assistant
Main activities and responsibilities	-Compiling documents and handling the database -Giving information to clients by phone -Helping to organize seminars and conferences -Ordering office equipment -Handling invoices
Name and address of employer	Estonian Labor Market Office Jani 4, 86254 Tallinn
Type of business or sector	Public sector
Dates	01/09/2002 - 01/09/2003
Occupation or position held	Au-pair in Spain
Main activities and responsibilities	-Taking care of 3 children -Organizing activities for children in their spare time -Teaching English -Au-pair programme required learning local language
Name and address of employer	Kaumar Group Ltd Haava 5, 84567 Tallinn
Type of business or sector	Job agency

## Education and training

Dates	01/09/2006 →
Principal subjects / occupational skills covered	I am doing masters programme in International Relations and I am concentrating on rights of minorities in EU. Expected graduation- 15th January 2009.
Name and type of organisation providing education and training	Institution of Political Science and Governance of Tallinn University
Level in national or international classification	ISCED 6
Dates	01/09/1998 - 25/06/2002
Title of qualification awarded	Bachelor of Science in Sociology
Principal subjects / occupational skills covered	-Concentrating on civil society and sociology of economics -Learned to collect, systematize and analyze empirical data -Using media analyzes
Name and type of organisation providing education and training	Institution of Social Sciences of Tallinn University
Level in national or international classification	ISCED 5

## Personal skills and competences

Mother tongue(s) **Estonian**

Other language(s)

Self-assessment  
*European level (\*)*

**English**

**Spanish**

**Russian**

**French**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	B1	Independent user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B1	Independent user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user
A1	Basic User	A2	Basic user	A1	Basic User	A1	Basic User	A1	Basic User

(\*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences I am very adaptable in order to deal successfully with new situations. I enjoy travelling and communicating with different nations. I have experience living in foreign country.

Organisational skills and competences After returning from Spain I organized the first Estonian Au-Pairs meeting.

Computer skills and competences I am competent with Microsoft Office programmes and I have experience with statistical programme SPSS.

Artistic skills and competences I am a member of Estonian Debating Society and I have participated in several debating competitions. I won the Baltics Debating Competition 2007.

**Additional information** Whilst studying in the university I participated in several research projects as assistant, coordinator and analyst.

My hobbies are diving, debating and languages.