





PERSONAL INFORMATION

Hilary Peden

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WORK EXPERIENCE

15/04/2016–Present

Assistant - Committee on Constitutional Affairs

European Parliament, Brussels (Belgium)

- Technical and administrative work related to dossiers in the AFCO Committee
- Drafting of letters, newsletters and other communication material
- Management of AFCO committee webpage
- Organisation of Committee hearings and missions

27/05/2015–14/04/2016

Accredited Parliamentary Assistant

European Parliament, Brussels (Belgium)

- Organising and scheduling meetings.
- Preparing files for work of for the Member of Parliament on the Legal Affairs Committee and the International Trade Committee.
- Drafting, editing and formatting letters, speeches and other written material.
- Budgetary management of travel, administrative and staff costs.
- Answering the phone calls and emails of stakeholders.

04/01/2015–01/05/2015

Freelance proofreader and content developer

Brussels (Belgium)

- January-March: Web design and content development for SingularisWines.com
- April: Proofreading content for Kuvaago.com

01/10/2012–10/11/2014

Accredited Parliamentary Assistant

European Parliament, Brussels (Belgium)

- Head of office from October 2013
- Answering the phone calls and emails of constituents and stakeholders.
- Preparing files for work of for the Member of Parliament on the International Trade and Agriculture Committees.
- Drafting, editing and formatting letters, press releases, speeches and other communication material.
- Managing the blog of the Member of Parliament.
- Organising and scheduling meetings.

01/03/2012–31/08/2012

Consultant (trainee) Health, Food and Consumer Team

Cambre Associates, Brussels (Belgium)

- Maintaining a database of relevant EU stakeholders.

- Drafting communication materials.
- Organising events.
- Managing online campaigns and using social media.
- Media monitoring and intelligence gathering.

03/10/2011–29/02/2012

EU Commission Trainee

European External Action Service (EEAS), Brussels (Belgium)

- Preparing meeting reports, briefings, publications on EU-Canada and EU-US relations.
- Research on policies areas in the transatlantic relationship, primarily trade, energy and justice.
- Media monitoring.

26/09/2009–30/07/2010

Native English Teacher

EF (English First) Reutov, Reutov (Russia)

- Teaching English to groups and to individuals of all ages, primarily at an intermediate to advanced level.
- Preparing students for Cambridge ESOL Examinations (CAE, FCE and PET exams).

01/05/2006–31/08/2006

Constituency Assistant

Government of Alberta (Calgary Lougheed Constituency Office), Calgary (Canada)

- Liaising between constituents and the Member of the Legislative Assembly (MLA).
- Scheduling meetings and appointments for MLA.
- Answering phone calls and emails and responding to provincial issues.
- Maintain a database of constituency casework.
- Organising community events.

EDUCATION AND TRAINING

20/09/2010–10/11/2011

LLM International Criminal Justice and Armed Conflict (with Distinction)

University of Nottingham, Nottingham (United Kingdom)

- Courses in International Criminal Law, Human Rights Law, Criminal Justice, Intellectual Property Law and Public Procurement Law.
- Thesis: 'EU External Policy: an effective tool for ending impunity? Including a chapter on the effectiveness of EU accession policy.'

01/09/2005–16/06/2009

Honours Bachelor of Arts (with distinction)

University of Toronto, Toronto (Canada)

- International Relations Specialist, European Studies Major and Russian Language Minor.
- Courses in political science, economics, and history.

01/09/2002–30/06/2005

International Baccalaureate Bilingual Diploma (English/French)

Western Canada High School, Calgary (Canada)

- Courses in English, French, Spanish, History (in French), Mathematics (in French) and Chemistry.

PERSONAL SKILLS

Mother tongue(s) English

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C1	C1	C1	C1	C1
Italian	B2	B2	B2	B2	B1
Spanish	B1	B2	B1	B1	B1
Russian	B1	B2	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Confident public speaker: 10 years as a Toastmaster and competed in a variety of speech competitions.
- Good team player: fencing (university team), ultimate frisbee (recreational) and women's American football player (recreational).
- Plenty of experience in multicultural environments: volunteering with new immigrants in Canada, teaching English in Belgium, Spain, Romania and Russia.

Organisational / managerial skills

- Excellent leadership capabilities: President of my Toastmasters club (approximately 40 members) and co-chair of the university literacy advocacy group (12 members).
- Good project management skills: organised several events inside the European Parliament for MEPs, led a project to start a new English-Italian Toastmasters club.

Job-related skills

- Strong research skills acquired through work as a researcher with the Group of Eight Research Group (University of Toronto).
- Document drafting and proofreading skills: in all my work positions in international environments I was often asked to proofread documents in English for publication.
- Translation (completed a variety of paid and unpaid translations - English to Spanish, Russian to English, French to English and English to French).

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital competences - Self-assessment grid

- Excellent knowledge of Microsoft Office 2010 applications (Access, Excel, Outlook, PowerPoint and Word). Completed advanced training in Excel and PowerPoint through the European Parliament.

- Very good knowledge of social media and web 2.0 tools through work experience and training course 'Digital Communication:Tools and Tactics' undertaken through the European Parliament.
- Good knowledge of CMS systems, especially WordPress
- Good knowledge of Adobe InDesign and Adobe Photoshop