



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **Anastasia (Natasa) Andreou**  
E-mail(s) [e-mail address]  
Nationality Cypriot  
Date of birth [date of birth]  
Gender Female

### Occupational field **International Protection**

#### Work experience

Dates	07/2003 →
Occupation or position held	Administrative Officer, Asylum Service, Ministry of the Interior
Main activities and responsibilities	<ul style="list-style-type: none"><li>- Case worker: conducting interview of applicants of international protection, Country of Origin Information (COI) research and submission of a Report/Assessment to the Head of the Asylum Service.</li><li>- Representing the Asylum Service and the Ministry in meetings of the EU Commission and the Council.</li><li>- Reception Officer</li><li>- National Contact Point (NCP) for European Asylum Support Office (EASO) and European Migration Network (EMN).</li><li>- General administration duties.</li><li>- 2014-2015: Seconded national expert at EASO (Reception Officer) – coordination of the drafting of the EASO Reception Module</li></ul>
Name and address of employer	Asylum Service, Ministry of the Interior 70 Archbishop Makarios III Avenue, Afemia House, 1077 Nicosia (Cyprus)
Type of business or sector	Government
Dates	2001 - 2002
Occupation or position held	Research Fellow on Scholarship at the National Centre for Hellenic Studies and Research, Institute for Cypriot Studies, La Trobe University
Main activities and responsibilities	Responsible for the compilation and assortment of the Archives of Cypriot and Greek Communities of Australia. Participation in the Centre's Missions in Melbourne, Adelaide, Northern Territory etc., aiming at the collection of information and archival material with regards to the Cypriot and Greek migration to Australia, in cooperation with Community and State Agencies. Participation in the organisation of the Pan-Australian Student Contest "Cyprus: The Island of Aphrodite". Experience in transcription of interviews, copy-editing, proofreading and production of the NCHSR's publications. Active participation in the organisation of the Centre's events and lectures.
Name and address of employer	La Trobe University 3086 Melbourne - Victoria (Australia)
Type of business or sector	Academic

### Education and training

Dates	01/2001 - 12/2002
Title of qualification awarded	Master of Arts by Research (M.A.)

Principal subjects / occupational skills covered	Research on the Post World War II Cypriot Immigration to Australia																																
Name and type of organisation providing education and training	La Trobe University, Hellenic Studies Department 3086 Melbourne - Victoria (Australia)																																
Dates	03/2000 - 12/2000																																
Title of qualification awarded	Postgraduate Diploma in Arts (History)																																
Principal subjects / occupational skills covered	By coursework and minor Thesis: "The Development of the Turkish Cypriot Community of Cyprus before and after the Establishment of the Independence"																																
Name and type of organisation providing education and training	The University of Melbourne, Department of History 3010 Melbourne - Victoria (Australia)																																
Dates	09/1996 - 12/1999																																
Title of qualification awarded	Bachelor Degree in Turkish Studies																																
Name and type of organisation providing education and training	University of Cyprus, Department of Turkish Studies P.O.Box 20537, 1678 Nicosia (Cyprus)																																
<b>Personal skills and competences</b>																																	
Mother tongue(s)	<b>Greek</b>																																
Other language(s)																																	
Self-assessment <i>European level (*)</i>																																	
<b>English</b>																																	
<b>Turkish</b>																																	
	<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> </tr> </thead> <tbody> <tr> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> </tr> <tr> <td>B1</td> <td>Independent user</td> <td>A2</td> <td>Basic User</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> </tr> </tbody> </table>	Understanding				Speaking				Listening		Reading		Spoken interaction		Spoken production		C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	B1	Independent user	A2	Basic User	B1	Independent user	B1	Independent user
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	<i>(*) Common European Framework of Reference (CEF) level</i>																																
Social skills and competences	<ul style="list-style-type: none"> <li>- Verbally articulate and a good listener</li> <li>- Optimistic and upbeat. Generate good energy and good will</li> <li>- Sociable</li> </ul>																																
Organisational skills and competences	<ul style="list-style-type: none"> <li>- Able to prioritise tasks and work on a number of different projects and tasks at once</li> <li>- Use of time on the job wisely</li> <li>- Cooperate and have a leadership role when appropriate</li> <li>- Excellent team player</li> <li>- Able to work under pressure</li> <li>- Motivated and dedicated to getting the job done</li> </ul>																																
Computer skills and competences	Computer Literate (Word, Excel, Office)																																
Other skills and competences	<ul style="list-style-type: none"> <li>- Participation in "Preparation for the Concours for the European Institutions on Structures, Functions and Policies of the European Union" (05/07/2003 – 18/07/2003), organized by the Cyprus Academy of Public Administration, Ministry of Finance.</li> <li>- Training by the United Nations' High Commissioner for Refugees (UNHCR), the Danish Immigration Service, the Dutch Immigration Police, the Dutch Central Agency on the Reception of Asylum Seekers etc, on matters relating to asylum procedures, reception conditions and RSD [Refugee Status Determination Procedure] (2003-2011).</li> <li>- Trainings by the Cyprus Academy of Public Administration</li> </ul>																																
Driving licence(s)	B																																