

Curriculum Vitae

PERSONAL INFORMATION:

Name	Arja Äyräväinen, Ms
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Nationality	Finnish

WORK EXPERIENCE:

Dates (from – to)	1989 - 2014
Name and address of employer	Finnish Institute of Occupational Health, FIOH Topeliuksenkatu 41 a A, FI-00250 Helsinki, Finland
Type of business or sector	Expert institute/Research
Occupation or position held	Administrative planner
Main activities and responsibilities	Administrative tasks (e.g. writing minutes of meetings, memos, surveys), Secretary of the Theme Group on Occupational Safety of the Forum for Well-being at Work (Finnish Ministry for Social Affairs and Health), Planning training activities, Teaching, Project Manager of the Finnish Zero Accident Forum in 2011
Dates (from – to)	1980 – 1989
Name and address of employers	The Finnish Institute of Export, the University of Helsinki, the Institute for Distance Education, and the Theatre Academy
Type of business or sector	Education
Occupation or position held	Administrative/Educational Planner
Main activities and responsibilities	Administrative, educational and communicative tasks

EDUCATION:

Name and type of organisation	University of Helsinki
Title of qualification awarded	Master of Arts
Name and type of organisation	Universität Heidelberg
Title of qualification awarded	Zwischenprüfung auf dem Gebiet der deutschen Philologie

PERSONAL SKILLS AND COMPETENCES:

Qualified teacher for comprehensive and upper secondary schools, experience in planning of distance education courses in export and in occupational health services, experience in editor's work

SPECIAL PROJECTS:

2001 – 2003 On-the-job learning, ESF, Project Manager
2005 – 2007 ENETOSH European Network Education and Training in Occupational Safety and Health, Leonardo da Vinci, Expert
2008 Case studies report: Mainstreaming OSH into teacher training programmes, European Agency for Safety and Health at Work, Expert