



**Europass
Curriculum Vitae**

Personal information

First name / Surname **Iveta CĪRULE**
 Address 122/3-16 Bikernieku Street, Riga, LV-1079, Latvia
 Mobile +371 29189748
 E-mail naturalproducts@inbox.lv
 Nationality Latvian
 Date of birth 03.07.1975
 Gender Female

Working experience:

Date April 2013 – now
 Occupation or position held **Head of Creative Business Incubator, RISEBA University;
 Entrepreneurship Lecturer and Business Incubation & Acceleration
 Expert**
 Main activities and responsibilities Youth business incubation and entrepreneurship education
 Name and address of employer RISEBA University
 Type of business or sector Education
 Date June 2016 – July 2016
 Occupation or position held **Senior Expert, CFCA Project Selection Division**
 Main activities and responsibilities Expert selection, Project evaluation
1.1.1.1 "Industry-Driven Research" of specific objective 1.1.1 "To increase the research and innovation capacity of scientific institutions of Latvia and their ability to attract external funding by investing in human resources and infrastructure" of priority axis "Research, development of technologies and innovation" of operational programme "Growth and Employment" of the EU Structural and Cohesion Fund 2014-2020
 Name and address of employer Central Finance and Contracting Agency
 Type of business or sector Public Administration
 Occupation or position held **Expert and lecturer, Member of Board, Project Net**
 Main activities and responsibilities Entrepreneurship education promotion and trainings
 Name and address of employer non-governmental organization "Project Net", www.projectfund.net ,
 Latvia

Type of business or sector	Civil Society Organization
Date	December 2012- December 2015
Occupation or position held	Expert and lecturer, Member of Board, Social Innovation Centre
Main activities and responsibilities	Create Social Innovation Initiative in Latvia, exchange best practices among EU states and international partners; promote the development of social entrepreneurship in Latvia; enhance sustainable development of society
Name and address of employer	non-governmental organization “Social Innovation Centre”, www.socialinnovation.lv , Latvia
Type of business or sector	Civil Society Organization, social innovation, social entrepreneurship, public health, creative and culture industries
Date	October 2011 - now
Occupation or position held	Expert and lecturer, Creative and Culture Industries, freelance
Main activities and responsibilities	Expertise and lecturing, Creative and Culture Industries, Latgale Planning Region Latvia- Lithuania Cross Border Cooperation Project LLIII-194 „Development of joint strategy and cooperation network for promotion of creative industries”;
	Training “Creative thinking and innovation” for sales managers of Company “Latvijas Tālrūnis” (www.latvijastalrunis.lv) January – March 2012;
	Volunteer lecturer for Vidzemes Augstkola (Valmiera City) “Creating Ideas for Startups” (Motivation seminar for graduates and students) January 2012
Name and address of employer	non-governmental organization “Knowledge and Innovation Society” (“ZINIS”) www.zinis.lv , Jurmala, Vasaras Street 6, Latvia
Type of business or sector	Civil Society Organization, EU Project Management and regional development
Date	2006 -now
Occupation or position held	Entrepreneur, Innovation & entrepreneurship & business incubation consultant, Expert and lecturer, part-time

Main activities and responsibilities

Since 2006 Ltd BIORGANIK (www.biorganik.lv) Founder and Board Member

Consultant for company “MarLeo” www.marleo.lv (natural&organic products for health and beauty) – export markets, development strategy, product development and marketing, January – June 2012

Training for Startup companies in Latgale Region “Business Models”, “The role of Team and Personnel in entrepreneurship”, September – December 2012

Social Business Models, Training for Social Business Incubator Reach For Change, October 2015, May 2016

Workshop “How to promote the sense of entrepreneurship”, Riga City Council, Youth Workers and Youth NGOs, Riga, April 20, 2016

Entrepreneurship Expert, project Erasmus for Young Entrepreneurs BIZ4EYE, 2015-2017, <http://www.biz4eye.eu/>

Name and address of employer

Latgale Region, Latgale machinery and technology centre, Rezekne’s Business Incubator (www.idejuviesnica.lv); Daugavpils University Technological Centre (www.du.lv); Preilu City Business Incubator (www.preili.lv); Alberta College (www.alberta-koledza.lv)

Type of business or sector

Entrepreneurship and regional development

Dates

04/2012- 03/2013

Occupation or position held

Head of Project Management and International Cooperation Division, Centre for Disease Prevention and Control of Latvia

Lecturer at Riga Stradin’s University, Project Management in the field of Public Health

Main activities and responsibilities

- Plan, coordinate, implement International cooperation projects
- Coordinate communication process on international cooperation with international and national institutions and organizations (World Health Organizations, European Commission, Ministry of Health of Latvia, national and international NGOs and Funds)
- Supervise 8 EU co-funded public health projects (Euro-Urhis, Equity Action, Eurocat, Jamie, Orphanet, Euro-Peristat, EPAAC, ECHIM)
- EU funded project TUBIDU (*Empowering civil society and public health system to fight tuberculosis epidemic among vulnerable groups*) Project Manager in Latvia, public health research project, www.tai.ee/tubidu

Name and address of employer

Centre for Disease Prevention and Control of Latvia (www.spkc.gov.lv) Dantes Street 22, Riga, LV-1005
Riga Stradin’s University (www.rsu.lv), Dzirciema Street 16, LV-1007

Type of business or sector

Public Administration, International Relations and Project Management
Public Health Policy

Dates	06/2011- 04/2012
Occupation or position held	Project Manager International Cooperation
Main activities and responsibilities	<ul style="list-style-type: none"> • Plan, coordinate, implement International cooperation projects • Coordinate communication process on international cooperation with international and national institutions and organizations (World Health Organizations, European Commission, Ministry of Health of Latvia, national and international NGOs and Funds) • EU funded project TUBIDU (<i>Empowering civil society and public health system to fight tuberculosis epidemic among vulnerable groups</i>) Project Manager in Latvia, public health research project
Name and address of employer	State Agency Infectology Centre of Latvia, Latvia; Linezera Str. 3 Riga, LV – 1006
Type of business or sector	Public Administration, International Relations and Project Management Public Health Policy

Dates	02/2011 – 07/2011
Occupation or position held	Culture and Creative Industries Coordinator
Main activities and responsibilities	<ul style="list-style-type: none"> • Planning, preparation and implementation of Culture and Creative Industries’ policy in Latvia • Cooperation in the field of CII with Ministry of Economy, Latvia State Development and Investment Agency, Ministry of Education; • Coordinate the CI working group (Institutions, NGO’ s, CCI business representatives); • Manage the CCI Development Council’ s work; • Representing Latvia on CI issues in European Commission DG Education and Culture working group; • Create new platform for Latvia’ s CCI future development in cooperation with Latvia CCI industries representatives and Institutions; • Prepare communication strategy on CCI, implement PR actions
Name and address of employer	Ministry of Culture, Latvia; Kr.Valdemara Str. Riga, LV - 1364
Type of business or sector	Public Administration, International Relations and Culture Policy

Dates	03/2009 – 09/2009
Occupation or position held	Head of Minister’s Office
Main activities and responsibilities	<ul style="list-style-type: none"> • Managing Agenda of the Minister, • International cooperation, • Planning, preparation and implementation of regional visits, • Managing communication issues of the Minister, • Preparation of documents and supervision of documentation.
Name and address of employer	Ministry of Agriculture, Latvia; Republikas Sq.2., Riga, LV - 1981
Type of business or sector	Public Administration, Agriculture Policy

- Dates 10/2008 – 02/2009
 Occupation or position held **Adviser (Public Administration and International Relations) to the Minister**
 Main activities and responsibilities
 - Planning, preparation and implementation of foreign visits,
 - Managing the communication issues of international cooperation,
 - Preparation of documents and supervision of documentation.
 Name and address of employer Ministry of Culture, Latvia; Kr.Valdemara Str. Riga, LV - 1364
 Type of business or sector Public Administration, International Relations and Culture Policy
- Dates 12/2007 – 09/2008
 Occupation or position held **Head of Minister’s Office**
 Main activities and responsibilities
 - Managing Agenda of the Minister.
 Name and address of employer Ministry of Finance, Latvia; Smilsu Str.1., Riga, LV - 1919
 Type of business or sector Public Administration, Finance Policy
- Dates 04/2006 – 12/2007
 Occupation or position held **Head of Minister’s Office**
 Main activities and responsibilities
 - Managing Agenda of the Minister,
 - Managing communication issues of the Minister.
 Name and address of employer Ministry of Defence, Latvia; Kr.Valdemara Str.10/12, Riga, LV - 1473
 Type of business or sector Public Administration, Defence Policy
- Dates 05/2005 – 04/2006
 Occupation or position held **Adviser (Public Relations and Public Administration) to the Minister
Head of Public Relations and International Cooperation Unit
Project Manager of PR campaign on National Development Plan 2007-2013**
 Main activities and responsibilities
 - Managing communication issues of the Ministry,
 - Planning, preparation and implementation of foreign visits of Ministry’s Officials and Minister,
 - Planning, preparation and implementation of National Development Plan 2007-2013 Public Relations campaign (9 regional conferences, the discussion pool of entrepreneurs, exhibition “Regional Development in Latvia”, www.nap.lv).
 Name and address of employer Ministry of Regional Development and Local Governments, Latvia; Lacplesa Str.27, Riga, LV - 1011
 Type of business or sector Public Administration, Public Relations and Regional Development Policy
- Dates 08/2005 – 12/2005

Occupation or position held	Project Manager, Project „Building the Capacity of Latvia’s Public Administration” carried out by the financial support of European Union and supervised by the Ministry of Finance and Public Administration School
Main activities and responsibilities	<ul style="list-style-type: none"> • Organizing training process for civil servants and employees of 14 Line Ministries and 10 State Agencies, • Preparation of tender documentation (EU and government procurement) and contracts, • Conducting survey, analyzing and decision making of study needs, • Recruitment of lectors, • Reporting to the Project Supervision Team.
Name and address of employer	Ministry of Finance, Latvia; Smilšu Str.1., Riga, LV - 1919
Type of business or sector	Public Administration, Project Management
Dates	03/2004 – 05/2005
Occupation or position held	Head of Minister’s Office
Main activities and responsibilities	<ul style="list-style-type: none"> • Managing Agenda of the Minister, • Managing communication issues of the Minister.
Name and address of employer	Ministry of Defence, Latvia; Kr.Valdemara Str.10/12, Riga, LV - 1473
Type of business or sector	Public Administration, Defence Policy
Dates	05/2000 – 09/2002
Occupation or position held	Assistant to the Minister
Main activities and responsibilities	<ul style="list-style-type: none"> • Managing Agenda of the Minister, • Planning, preparation and implementation of regional visits, • Managing communication issues of the Minister, • Preparation of documents and supervision of documentation.
Name and address of employer	Ministry of Agriculture, Latvia; Republikas Sq.2., Riga, LV - 1981
Type of business or sector	Public Administration, Public Relations and Agriculture Policy
Dates	07/1999 – 05/2000
Occupation or position held	Assistant to the Prime Minister
Main activities and responsibilities	<ul style="list-style-type: none"> • Planning, preparation and implementation of regional visits
Name and address of employer	State Chancellery , Latvia; Brīvības Blvr. 36, Riga, LV - 1520
Type of business or sector	Government Office
Dates	08/1998 – 07/1999
Occupation or position held	Project Manager, Department of Planning and Information

Main activities and responsibilities

- Managing the work of European Integration Council in Latvia (members - Ministers and Prime Minister, Head of Latvia State Bank, other shareholders, regular monthly meetings),
- Managing the work of Senior Official Council on European Integration Issues (members – State Secretaries of Ministries, Heads of EU departments, regular weekly meetings).

Name and address of employer European Integration Bureau, Latvia; Basteja Blvr. 14, Riga, LV - 1050

Type of business or sector Government Office, Project Management and European Integration Process

Education and training

Dates 01/2014 – currently

Name and type of organisation providing education and training

PhD Candidate, Riga International School of Economics and Business Administration (RISEBA), Doctoral studies, programme “Business Administration”, PhD Thesis – University Business Incubation and Business Incubation Management

Date 09/ 2015 – 12/ 2015

Ayurveda Basics, Latvia University training course for public health experts and doctors, 160 academic hours, a certificate of vocational in-service education Nr PA 126668

Dates 09/1997 – 06/1999

Title of qualification awarded **Master’s Degree of Social Sciences in Politics**

Principal subjects/Occupational skills covered

- Public policy analysis
- Decision making
- Basics of economy
- International Private Rights
- Public Law
- The Consumers’ Behaviour and Free Market
- The History of Diplomacy
- European Union before and after Maastricht
- European Political System
- European Integration Process: theory and practice
- The Theory of International Politics
- Japanese and Chinese Languages

Name and type of organisation providing education and training

University of Latvia
Faculty of History and Philosophy, Department of Political Sciences

Dates 09/1993 – 06/1997

Title of qualification awarded **Bachelor’s Degree of Social Sciences in Sinology**

- Principal subjects/Occupational skills covered
- Chinese Languages,
 - Oriental Culture and History,
 - Calligraphy,
 - China and Asia Economics,
 - Ancient Chinese Language,
 - English Language,
 - Communication science,
 - Legislation,
 - Sociology,
 - Psychology

Name and type of organisation providing education and training: University of Latvia
 Faculty of Foreign Languages, Department of Oriental Studies ;
 China, Beijing Language and Culture University (1996-1997), Certificate.

Personal skills and competences

Mother tongue **Latvian**

Other language(s) **English, Russian, Chinese**

Self-assessment

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user
Russian	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Social skills and competences: Excellent teamwork, including working and learning experience in multinational team;
 strong communication skills and high level of responsibility

Computer skills and competences: MS Office, MS Project, INTERNET, e-mail;
 Profound use of office equipment

- Organisational skills and competences
- Strong management skills and strategic planning,
 - Competence at Public Relations issues,
 - Knowledge on EU issues,
 - Competence at Protocol issues,
 - Project writing and project management,
 - Profound organizing skills

Training “E-marketing for successful entrepreneurship”, Latvia Technological Centre, 8th November 2011

Study courses at the State Administration School of Latvia, certificates:
„Protocol”, 28.09.-01.10.1999., 2007,
„The Advertising and the modern communication in Public Administration”, 25.10.-29.10.1999.,
„The Quality management”, 12.10.1999,
„Psychology of Management”, March 2000,
„Project Management”, 03.09.-26.09.2001,
„How to work with the Mass Media”, 11.12.-14.12.2001.

The study course “Communicating with the Public”, Hague, Netherlands, Academy of Communication and Journalism, certificate, 30.10.-18.11.2005.

LIFELONG LEARNING PROGRAMME - GRUNDTVIG WORKSHOP (2012-1-PT1-GRU13-11923) “GREEN: Learning New Approaches for Sustainable Alternatives”, Portugal, October 2012

LIFELONG LEARNING PROGRAMME – GRUNDTVIG Project SYNERGY www.project-synergy.eu , adult mobilities Portugal October 2013, Romania May 2014.

EUROPEAN ENTREPRENEURSHIP COLLOQUIUM, Vlerick Business School, Brussels, Belgium, 6-12July 2014

Driving licence Since 1995, B

Academic Research and participation 23-25 April 2014, 7th annual international research conference “Business and Uncertainty: Challenges for Emerging Markets”, Riga, Latvia; Research Paper – Youth Employability via Business Incubation;

14 May 2014, Guest Speaker and Moderator of creative workshop ““Business incubator for the young people of my school””;

International Educational Conference “THE SCHOOL OF THE FUTURE STARTS TODAY”, during National Creative week supported by British Council Latvia and Ministry of Education and Ministry of Culture.

BUSINESS INCUBATION AT HIGHER EDUCATION INSTITUTIONS – CASE STUDY FROM LATVIA”, XX Annual International Conference PUTTING KEYWORDS TOGETHER IN INNOVATION ECOSYSTEM, 27-29 May, 2015, Kaunas, Lithuania.

THE AGE OF MARRIAGE MATTERS: THE SUSTAINABILITY OF SOCIAL ENTERPRISES ESTABLISHED BY THE YOUNG VS OLDER ENTREPRENEURS, international conference „Information Society and Modern Business. Modern Trends in Business: Globalization vs Localization”, Ventspils, April 23-25, 2015

THE IMPORTANCE OF ENTREPRENEURSHIP EDUCATION IN BUSINESS INCUBATION AT HIGHER EDUCATIONAL INSTITUTIONS IN LATVIA, international conference 21st Century challenges in economics and culture, Riga, April 8, 2016

THE ROLE OF SOCIAL NETWORK-eWOM IN UNIVERSITY BUSINESS INCUBATORS’ START-UP DEVELOPMENT IN LATVIA, international conference Challenges of Business Sustainability in the Digital Age, Riga, April 21-23,2016

UNIVERSITY BUSINESS INCUBATION KEY SUCCESS FACTORS - CASE STUDY FROM LATVIA, conference Entrepreneurship, Innovation and Regional Development - EIRD 2016, Tallinn, June 28-29, 2016

Publications:

THE AGE OF MARRIAGE MATTERS: THE SUSTAINABILITY OF SOCIAL ENTERPRISES ESTABLISHED BY THE YOUNG VS OLDER ENTREPRENEURS; Journal of Business Management, ISSN 1691-55482015. No10, pages 37-46;

SETTING THE SCENE: LOCAL GOVERNMENT AS A CONCEPTUAL STAKEHOLDER AND PARTNER FOR SUPPORTING SOCIAL ENTERPRISES IN LATVIA, Inderscience Publishers, 2015, IJBG 170Y0X

BUSINESS INCUBATION AT HIGHER EDUCATION INSTITUTIONS IN LATVIA – CASE STUDY FROM LATVIA, RISEBA University monography Business Meets Art: Beyond the Traditional Approach to Education, Management and Business, ISBN 978-9984-705-32-3, pages 39-48, 2016;

BUSINESS GAMES.THE IMPORTANCE OF ENTREPRENEURIAL KEY COMPETENCES’ DEVELOPMENT IN UNIVERSITY BUSINESS INCUBATION IN LATIVA, ISBN: 978-84-617-4083-3 NO COMERCIAL | EDITORIAL: European Academic Publisher page 739

Research interest: Business incubation, entrepreneurship education, nascent entrepreneurship, start-ups, university business incubation, creative industries, social entrepreneurship

Participation in Organizations Since 2011, Member of Latvia National Project Management Association (www.lnpva.lv)

December 2012- 2015, Co-founder and Board Member, NGO Social Innovation Centre, www.socialinnovation.lv

Since July 2014, Member of EFER Network, global network of entrepreneurship faculty, <http://network.efer.eu/>

Since October 2013, Co-founder and Board Member, NGO Project Net, www.projectfund.net

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- References**
- Dr.Med. Valentina Sondore, Head of Science and Education Unit, Infectology Centre of Latvia, e-mail: Valentina.Sondore@aslimnica.lv; phone - +371 67014579;
 - Ms Vita Brakovska, Member of Board, NGO “Knowledge and Innovation Society” (“ZINIS”) www.zinis.lv; e-mail: Vita.Brakovska@zinis.lv.
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