






PERSONAL INFORMATION

Jan Hupkens



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-  Skype ***

Sex Male | Date of birth 09/04/1989 | Nationality Dutch

Jan Hupkens is a multi-lingual young professional with a passion for education, communication and languages. Jan holds a bilingual (English/French) MA in EU International Relations and Diplomacy Studies from the College of Europe and has gained professional experience in both the public and private sector, having worked for, amongst others, Maastricht University, the United Nation's International Criminal for the former Yugoslavia, the Dutch Public Television, the Dutch Ministry of Foreign Affairs, the European Commission and Oxford Business Group.

Jan's areas of work include advisory functions in the internationalisation policy of higher education, macro-economic developments in emerging economies and international affairs.

SUMMARY

Specialties: Writing policy documents, performing research, producing editorial pieces, public diplomacy.

Geographical expertise: Having lived in various countries across Europe (Belgium, Croatia, Germany Hungary, the Netherlands), the Middle-East (Egypt) and Africa (Djibouti), Jan is knowledgeable about the cultural, economic, educational and political context of these countries. Jan complements this knowledge with the ability to work and function in the following languages: Modern Standard Arabic (MSA), Croatian, Dutch, English, French, German, Portuguese, Spanish.

Key competencies: Attention to detail, creativity, grit, enthusiasm, initiative, intercultural sensitivity, leadership, multilingual communication, reliability.

WORK EXPERIENCE

2017-current

Policy Advisor Internationalisation

Maastricht University, Minderbroedersberg 4-6, Maastricht, the Netherlands

- Formulating the (strategic) internal (internationalisation at home) and external (a European University with a global outlook) internationalisation policy of Maastricht University (UM)
- Providing policy advice to the Executive Board, faculties and other departments
- Responsible for the following dossiers: YERUN, language policy, (EU) regional cooperation, Scholarship Policy, the European Universities Initiative (EUI) and strategic cooperation with Africa and the Middle East.

Business or sector Higher Education

2016-2017 Project Manager

Adecco Group Germany, Niederkasseler Lohweg 18, Düsseldorf, Germany

- Participated in the worldwide Adecco young-talent competition “CEO for 1 Month” and reached the top 5, out of 54.000 candidates in 50 countries. Subsequently I spent one month job-shadowing the CEO of the Adecco Group in Germany.
- Developed an innovation project called “RefugeesWork” focused on cross-country refugee integration for which I built partnerships with the local, regional and national government, NGO’s and major clients in the Bundesland of Nordrhein Westfalen (NRW). The project has successfully placed refugees into work.
- I organised a conference in Düsseldorf with speakers from the EU, UN and German universities to raise the importance of the integration of refugees in the labour market and to present local success-stories.

Business or sector Refugee Integration

2015-2016 Editorial Manager

Oxford Business Group, 113 Great Titchfield St., London, UK

- Produced the Egypt and Djibouti global report used by international investors, institutions and governments, spending one year in both countries
- Built up new partnerships in Africa and the Middle East and as a team cooperated with the American Chamber of Commerce in Egypt, the Ministry of Economy, the University of Djibouti and the Office of the President in Djibouti.
- Performed quantitative and qualitative research on a wide range of economic sectors through first-hand informative discussions with government officials (ministerial level), CEO’s and international institutions (World Bank, IMF, OECD)
- Ensured visibility for the projects in local newspapers (La Nation, Djibouti, Al Ahram, Egypt)

Business or sector Development economy

2013-2014 Trainee

European Commission Anti-Fraud Office, Rue Joseph II 36, Brussels, Belgium

- Wrote policy briefs on various topics
- Assisted in speech-writing for the Director-General
- Supported cooperation with national governments and other international institutions

Business or sector European policy

2013-2013 Senior Trade Assistant (Maternity Replacement)

Dutch Embassy Croatia, Medveščak 56, Zagreb, Croatia

- Supported Dutch businesses in education, energy, shipbuilding to connect with their Croatian counterparts and government agencies
- Took part in ambassadorial trade visits
- Organised Holland Branding information conferences and seminars to promote the Dutch top-sectors abroad

Business or sector Diplomacy

2011-2012 Press and Outreach Office Intern, United Nations International Criminal Tribunal for the former Yugoslavia, The Hague

Churchillplein 1, 2517JW, the Hague, the Netherlands

- Drafted press releases and media reports
- Supported cooperation with local and international media agencies
- Performed translation tasks (Bosnian/Croatian/Serbian <-> Dutch and English)

Business or sector Press & Outreach

01/2010-01/2011 **Research intern, Dutch Public Television VPRO, Hilversum (Part of studies at University College Roosevelt)**

Sumatralaan 49, 1217 GP, Hilversum, the Netherlands

- Performed research on regional identities in relation to socio-economic development for the "Tegenlicht" documentary series

Business or sector Research

2010-2011 **Teaching assistant (homework support) at Christelijke Scholengemeenschap Walcheren**

Griffioenstraat 17, 4334 BK, Middelburg, the Netherlands

- Providing support to around 30 high-school pupils at the VMBO level in all courses

EDUCATION AND TRAINING

2014-2015 **MA in EU International Relations & Diplomacy Studies**

College of Europe, Dijver 11, 8000, Bruges, Belgium

- Studies in English and French
- Courses included EU Law, PR and Communication, EU Trade Policy, EU-NATO Relations
- Language course: French advanced
- Took part in practical training on negotiation organised by the Clingendael institute
- Thesis topic: the Normative Aspect of the EU Intervention in Libya

2013-2013 **Emerging Leaders Executive Programme**

Harvard Kennedy School of Government, 79 John F. Kennedy Street, MA 02138 MA, Cambridge, United States of America

- Received training in public speaking skills
- Took part in strategic decision-making sessions based on fictive scenario's across the world

2011-2012 **MA in International Relations & European Studies**

Central European University, Nádor utca 9, 1051, Budapest, Hungary

- Studies in English
- Courses included: EU Governance, State, society and politics of the Middle-East, Foreign Policy Analysis
- Language course: Spanish advanced
- Thesis topic: The rise of the New Radical Right in the UK & Netherlands

2008-2011 **BA in Social Sciences**

University College Roosevelt, Lange Noordstraat 1, 4331 CB, Middelburg, the Netherlands

- Studies in English
- Courses included: Comparative politics, Sociology, Journalism
- Language course: Spanish beginner and intermediate

PERSONAL SKILLS

Mother tongue(s) Dutch, Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C2	C2
Croatian	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2
German	B2	B2	C1	B2	B2
Spanish	B2	B2	B2	B2	B2
Arabic	B2	B1	B2	B2	B1
Portuguese	B1	B1	B1	B1	B1
Russian	A1	A2	A1	A1	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- I am an effective communicator in multiple languages
- I possess a high-level of flexibility in dealing with people from different backgrounds

Organisational / managerial skills

- I am experienced in setting up (team) governance structures and have managed small teams (1-5 people)
- I have executed both small and large-scale projects in different countries and with local, regional and global stakeholders

Digital competence

Experienced in Microsoft Office applications (Excel, Power Point, Word)
 Experienced in using practical tools such as social media applications (Hootsuite, LinkedIn Elevate, Buffer)

Other skills

- I take pride in not having a 9-17 mentality
- I am efficient and solution-oriented and look for the most pragmatic way to reach the set goals
- I am customer focused

Driving licence

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ADDITIONAL INFORMATION

Publications

Wrote several articles for the following two newspapers: Flanders Today (Belgium), La Nation (Djibouti)

Memberships

Senior Fellow of the Humanity in Action network, alumni of the Leadership Academy of the European Fund for the Balkans

Honours and awards

Graduated with honours distinction from both my MA study programmes and my SBA programme

Certificates & Trainings

I possess a first-aid certificate (Malteser Germany). I have followed trainings in time-management (Maastricht University), assertiveness (Maastricht University), international negotiation (Clingendael Institute) and public speaking (Harvard Kennedy School).