**个人简历**

**个人信息**

陈键，女，汉族，1975年6月生于陕西省紫阳县，现居北京，任北京万通公益基金会秘书长一职。2011年获北京师范大学管理学硕士学位，2012年10月毕业于奥斯陆与阿克斯胡斯大学学院社会学系获国际福利与健康政策比较研究硕士学位，现就读北京师范大学社会发展与公共政策学院社会政策专业博士二年级。

**工作经历**

2012年11月至今，分别担任北京万通公益基金会执行秘书长、秘书长一职，全面负责机构运作和管理。在任职短短一年时间里，全面梳理万通基金会项目策略，传播策略和管理制度，使得基金会项目策略更为完善，运作更为专业，工作获得理事和同事肯定。

2010年6月至2011年3月研究生就读期间全职担任微软中国公司社区事务部社区事务专务，负责微软中国公司在全国与非政府机构合作的社区学习中心项目，非政府机构信息能力建设项目，公司志愿者项目及灾害应急项目。主要负责上述四类项目的管理、政府与非政府机构合作伙伴的选择及合作网络的建立、公司作为资助人对项目的监测与评估。

2008年到2010年6月，研究生在读期间，兼职担任国务院扶贫办外资项目中心社区主导型项目顾问，负责项目设计、操作手册撰写与培训、项目基线调研与终期评估等工作。并同时主持撰写了中国福利彩票公益金项目的操作手册与培训等工作。作为独立顾问负责中国扶贫基金会与耐克公司合作的四川灾后重建项目、北京师范大学社会发展研究院剑兰社工中心项目评估、与BSR合作评估拜耳公司江油志愿者项目的评估工作。协助导师完成全国农民工社会保障调查工作。协助世界银行评估专家完成社区主导型发展试点项目的评估工作。

2003年3月至2008年8月，就职国际计划中国，先后担任蒲城县办社区发展协调员、儿童交流协调员、水域环境卫生赠款项目蒲城县办协调员、社区主导型发展世行合作项目国家办公室项目协调员。工作领域涉及健康、教育、水与环境卫生、儿童保护与发展、社区生计。在蒲城县办工作期间，主要负责项目在社区与县办的设计、执行、预算管理、监测与评估、社区组织能力建设、与当地合作伙伴沟通、儿童交流工作的管理等工作。任国办社区主导型发展项目协调员期间，主要负责当地政府合作伙伴的能力建设与技术支持、负责15人工作团队的培训和管理、与世行有关项目管理团队与国务院扶贫办外资项目管理中心的项目管理团队的沟通与协调工作、项目的监测与评估工作。同时担任国际计划“以儿童为中心的社区发展”工作方法的核心培训人员。在国际计划工作期间工作一致获得好评，2007年通过投票获得优秀员工评价。

2002年2月至2003年3月，西安原顶国际学校教务院长助理。负责协助教务院长完成外教的教学监督与管理工作，协助外教开发英语培训课程。

1999年4月至2000年2月，华瑞制药有限公司医药代表，负责西安市六大医院的药品销售与宣传工作，并取得良好销售业绩。

1993年7月至1999年4月，西安交通大学第二临床医学院普外科护士，同时担任科室护理教学工作，工作或领导好评。

**教育背景**

1993年中专毕业于西安医科大学附属卫生学校护理专业。1995年至1998年间完成护理大专自学考试全部科目，2001年取得西安交通大学医学院的自考护理大专文凭。2000年到2001年期间，自费在西安外国语学院接受为期一年半的英语培训。2008年到2011年期间就读于北京师范大学社会发展与公共政策学院社会政策专业，获管理学硕士学位（福特中国奖学金支持项目, 专业排名第三）。学习课程涉及社会研究方法论、社会政策分析等主要课程。2011年获得挪威政府奖学金支持项目，就读于挪威奥斯陆与阿克斯胡斯大学学院社会学系国际福利与医疗政策比较研究专业，于2012年10月获得该专业硕士学位（平均成绩A，论文A）。主要课程涉及国际福利比较研究、国际医疗政策、全球化与移民多文化、社会风险管理等。

随着工作经历的增加，陆续参加过关于项目管理培训、参与式工作方法培训、儿童权利培训、社会性别培训、以儿童为中心的社区发展工作培训、基于权利的工作方法培训、灾害与应急管理培训、基金会秘书长领导力培训等多种由工作单位组织或外派的培训。

**出版物**

1997年《TIPSS术后病人护理》获陕西省自然科学优秀论文奖，该文章发表于陕西临床医学杂志。《外周经脉营养护理体会》于1995年发表于中国临床营养杂志。参与《模式与实践：NGO参与汶川灾后重建行动研究》第六章的撰写， 2009年北大出版社出版。合著《中国社区主导型发展项目操作指南》，《理论与实践：中国社区发展基金》，2009年光明日报出版社出版。中文硕士论文1篇，英文硕士论文1篇。资料备索。

**其他技能**

良好的中英文论文及报告撰写能力。熟练掌握办公室软件、网络等电脑应用技能。SPSS及STATA等基本统计软件的基本使用。

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**RESUME**

***Personal Information***

**Name**: Jian Chen **Sex**: Female **Date of Birth**: June 28, 1975

**Nationality**: Han Chinese **Family Location**: Beijing

**Education**: Ph.d Candidate, Social Policy in Beijing Normal University

Master degree of Social Policy in Beijing Normal University (BNU), 2011 Master degree of International Social Welfare and Health Policy in Oslo and Akershus University College of Applied Science, Norway, 2012

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***Working Experiences***

From November 2012 till now, full time work at **Beijing Vantone Charity Foundation** as an Executive Secretary-General, **Secretary General** position to in charge of the operation and management of the foundation.

From June 2010 to March 2011, full time work in **Microsoft China** as a **Community Affairs Specialist**. In charge of four components of the community affairs work, including Community Technological Support Project management at national level; NPO IT Capacity Building at national level; Volunteer Engagement in Microsoft China and Disaster Relief coordination. The main work involved in program management, networking with the selected NGO and government partners, and program M&E from donor’s perspective.

From 2008 to June 2010, part time work as an **independent program advisor** at Foreigner Capital Program Management Center of Poverty Alleviation Office, State Council (**FCPMC**). In charge of the Community Driven Program (CDD) design, operational manual writing and training, baseline study and program M&E. Meanwhile, I independently conducted the program evaluation of the following programs: Moving Forward program of China Foundation of Poverty Alleviation, Disaster Rehabilitation Social Work Station of SSDPP in Jianlan Township, and Volunteer program of Bayer Company in Jiangyou city. Besides, I also actively facilitated CDD program evaluation work from the World Bank and rural-urban migrant worker national survey from BNU.

From March 2003 to August 2008, I worked in **Plan International (China)** Pucheng Program Unit and **Country Program Coordinator** respectively. Before 2008, I worked in Pucheng PU as the community program facilitator first, and then sponsorship coordinator at PU, and finally WES program coordinator at PU level. The work domain involves education, health, community livelihood development, child protection and development, water and sanitation. The main duty includes program design and management at community level, grants program management at county level, partnership capacity building at community level and county. In 2008, I was assigned as CDD program coordinator to in charge of the CDD program management and coordination. It is a multilateral coordinated program involves the World Bank, FCPMC, local government. The main duty covers capacity building and providing technical support to the local government, program coordinating with the World Bank and FCPMC and program M&E. Moreover, I was also one of the members of the core CCCD core training team and right-based development trainer. I was selected as one of the excellent staffs in Plan China in 2007.

From February 2002 to March 2003, I worked as an **Assistant of Director of Study** in **Xi’an Top Rank International University** and in charge of the facilitation of the work performance supervision of all foreigner teacher and English training model design.

From April 1999 to Feb. 2000, I worked as a **medical representative** at **Sino-Swedish Pharmaceutical Company** (SSPC) Xi’an office and in charge of the production sales and promotion in six hospitals.

From July 1993 to April 1994, I worked in **The 2nd Hospital of Xi’an Jiao Tong University**, General Surgical Department, as a **Clinical Nurse and Teaching in charge**.

***Education***

From Sept. 2014 till now: Ph.D Candidate, Social Policy, Social Policy in School of Social Development & Public Policy, Beijing Normal University

From Aug. 2011 to Oct. 2012: Master Degree of International Social Welfare and Health Policy, Oslo and Akershus University College of Applied Science, Norway; Course includes Migration and Multiculturalism, International Health Policy, Social Risk Management, and Social Welfare Comparative Study etc; **Average grade: A.**

From Sept. 2008 to July 2011: Master degree major in Social Policy in School of Social Development & Public Policy, Beijing Normal University, **Ford Foundation Fellowship**; Systematic training in policy analysis and research ability; **Grade Rank: 2nd of 13 fellowships and 3 of the master program.**

From 2000 to 2001: Xi’an Foreign Languages University Training Department, English certificate training course;

From 1995 to 1999: Medical School of Xi’an Jiaotong University; Xi’an, Junior College Diploma in Nursing by self-study;

From 1990 to 1993: Secondary School Education at Health School of Xi’an Jiao Tong University, Xi’an, major in Nursing;

The received trainings provided by employer and university include: The legal framework of the Emergency Management in Germany, CDD relevant training arranged by FCPMC and World Bank. Right-based Approach Training provided by Plan ARO in Bangkok; CCCD training and CRC training, program management training, PRA (Participatory Rural Appraisal) training in Plan China; Administration of Business Executive) Course Training in XTIC; Marketing Training & Learning Organization Construction Training in SSPC;Beijing Union Hospital, Medical Nutrition Training;

***Publications***

Book Coauthor: *The Model and the Practice: Action Research of the NGO Participation in Wenchuan Earthquake Disaster Rehabilitation*; Peking University Publisher, 2009;

Book Coauthor: *The Operational Guideline of Community Driven Development Program in China;* Guangming Daily Publisher, 2009;

Book Coauthor: *Theory and Practice: The Community Development Fund in China;* Guangming Daily Publisher, 2009.

The thesis *The Postoperative Nursing of the Patient with TIPSS* awarded the Physical Science Superior Thesis Prize, Shaanxi Province. One Master degree in Chinese and one Master degree in English, one more Nursing related article.

***Others***

English Skill: Fluent English writing and presentation, including academic writing and presentation. TOEFL 89, internet based (2011); TOEFL 623, paper based (2000).

Good command in Office Software: Office 2010

Statistic Software: basic command of SPSS and Stata, including data collection, input and basic descriptive and inferential analysis.