



**Claudia Greco, 1964**

**HELVETAS Swiss Intercooperation**

**Function in Organisation:** Programme Assistant Advisory Services (July 2011)

**Immediate former function:** Programme Assistance Advisory Services

**Educational background:** Hotel Management/Commerce diploma

**Years of professional experience:** 26

**Years in development/international cooperation:** 14

**Year started in Organisation:** since 1999 (before 2 years from 1990-1992)

**Thematic competences:**

Overall administrative support

**Process competences:** Organisation of national and international workshops, inclusive support for travel arrangements, facilitation, translation, coordination, support & training of trainees (KV)

**Country experience long term (> 6 months):** lived in Nepal for 2 years as a child, parents working for SDC

**Country experience short term (1 to 6 months):** -

**Mother tongue/other working languages:**

Mother tongue: German / English, very good knowledge in French and Italian. Basic knowledge in Spanish

**Other experience:**

I have a second professional profile as a body work/shiatsu practitioner and Yoga teacher with my own business in Bern since 2000.

I am a single parent.