

Michael Høstved

Personal details

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Profile

Specialties: Verbal, visual and written communication; planning and organizing; research & analysis.

Personal: I am an energetic and ambitious young professional with a great deal of vigor and commitment. I am a passionate facilitator and imaginative thinker and I love to explore new areas. I work in a structured and organized manner and I thrive in a role where I can motivate others to do their best by setting a personal example.

Work experience

Since 9/2010 IT Recruitment Consultant and Project Manager at Jobindex A/S

- Assisting Danish companies finding their new IT employees through direct- and mass marketing activities + helping selecting the right candidates.
- Responsibilities include: sales, search, match, copywriting, candidate interviews, selection and presentation of candidates; working with a personal monthly production budget.
- Project Manager for creating and implementing an overall Social Media Strategy for Jobindex as well as leading a business development team creating and implementing a strategy for "IT-Jobindex".

2010 - 2010 Project coordinator at SUMO Photo Agency

- PA for the owner of SUMO in connection with SUMO's involvement in Copenhagen Photo Festival, which was started by them. The Festival ran for 2 weeks in May 2010 in CPH.
- Examples of tasks: Producing PR materials; launching Facebook campaign; managing and setting up budgets for the festival.

2007 – 2010 Project Officer at the Danish Architecture Center / Project Copenhagen X

- Designing, planning and conducting architecture tours for national and international clients such as AIA (American Institute of Architects), representatives of OECD + several studios from all of Europe as well as Danish organizations.
- Tasks included: Planning & organization of tours; verbal and written communication on a professional level in English and Scandinavian languages; exhibitions presentations at DAC.

2007 - Freelance Consultant: Urbanity, Communication and Photography

- Latest activity: Social Media Consultant for Danish Restaurant "Aamanns" (November 2010) Consultant for "Indre By Lokaludvalg" Copenhagen Municipality (June 2010); Lecture on "Cycling in CPH" – Dansk Byplan Laboratorium (May 2010); External expert – Copenhagen Municipality Workshop on developing a Pedestrian Strategy for the city (April 2010)

2007 - 2007 Internship at Zentropa Work Camp '07

- Working in an interdisciplinary team of elite students in order to create a conceptual plan for a local hostel in Brande, Denmark that would be the catalyst for further development in the city and region. Our result was presented for a board of local investors.
- Experience with: project management, various innovations-tools, business development, strategic communication; professional presentations.

Education

2011 – 2012 **Copenhagen Business School - Graduate Diploma in Business Administration (HD1)**

- Graduate Certificate in Business Administration (In Danish HD 1. del) at CBS is a broad-based, general academic diploma programme in economics and business administration. The programme is designed for working people, and it gives a general introduction to central business- and economics-related themes and topics.

2006 – 2010 **University of Copenhagen, Faculty of Humanities**

- Master of Arts. Modern Culture and Cultural Dissemination. (Grade average 10,4 on DK scale)
- Master thesis on "Cyklng som urban tilstedeværelse". (Grade 12 on DK scale) – for this project I combined in-depth analysis of GPS data and video documentation with urban theory and philosophy in order to bring forward the implicit knowledge of everyday cycling. The result is to be used to support bicycle infrastructure in other countries, where the concept of biking as urban transportation is unknown.
- Project management experience through the 2 semester course LFB (Lærestalterns fælles byplanlægningskursus) where a strategy for a city renewal project in Copenhagen was conducted and later presented for a board from the Copenhagen municipality. The result was following published in a report by the Social Ministry.

2005 – 2006 **Charles University, Prague, Faculty of Philosophy**

- Classes on Central European Film and Literature History and "Samizdat" – underground Czech literature written during the Soviet occupation.
- Gained inside knowledge of Central European culture and politics; experience with daily life in a foreign country.

2002 – 2005 **University of Copenhagen, Faculty of Humanities**

- Bachelor's degree in Comparative Literature with Philosophy as an elective.

Other experiences

2000 – 2002 **Travelling**

- Two 6-month study trips through the Indian subcontinent and Asia. Including 4 months of volunteering as an English teacher in a Danish run orphanage in Katmandu, Nepal.

2000 **Compulsory military service completed in a fire fighter division at Beredskabskorpset in Hillerød**

- Safety representative for the division.

Language skills

- **Danish:** Fluent
- **English:** Fluent
- **Swedish and Norwegian:** Good
- **German:** Moderate
- **Czech:** Basic

IT

- Experienced user of Windows XP, Vista, 7, Office package, Adobe Photoshop, Adobe Lightroom and Adobe InDesign, CRM program (Maximizer) and I am a daily user of the internet, social media and all its possibilities.

Personal interests

- Running, literature, photography, architecture and travelling.