



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)

Zane Zeibote

Address(es)

11, Bergenes Street, LV-1014, Riga, Latvia

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zzeibote@gmail.com

Nationality

Latvian

Date of birth

03.03.1965

Gender

Female

Work experience

Dates

From September 2010

Occupation or position held

Chairperson of Board, Cluster Experts Baltic Sea Region (foundation)

Main activities and responsibilities

Managing work of the foundation, co-ordinating relations with members, managing and co-ordinating international projects, including EU funded projects, acting as the expert on cluster development and economic policy issues, including SME related policy.

Name and address of employer

Cluster Experts Baltic Sea Region, 161, Valdemara Street, LV-1013, Riga, Latvia

Type of business or sector

Consultancy, research

Dates

From January 2010 onwards

Occupation or position held

University of Latvia, Center for European and Transition Studies, Project Manager, Lecturer

Main activities and responsibilities

Managing and co-ordinating international projects, including EU funded projects, preparing project applications. Lecturing on European Economic Integration and EU External Relations issues (in English)

Name and address of employer

University of Latvia Raina boulv.16, Riga, LV-1586, Latvia

Type of business or sector

Project Management, higher education

Dates

From January 2009 onwards

Occupation or position held

External Advisor on International Relations, Marketing and Public Affairs (part time)

Main activities and

Coordinating international institutional relations with foreign universities and

responsibilities	international organizations; designing and implementing the Marketing and PR Action Plan for the 2009-2010 academic year.
Name and address of employer	BA School of Business and Finance, 161, Valdemara Street, LV-1013, Riga, Latvia
Type of business or sector	Higher education, international relations, marketing, public relations
Dates	From September 2000 to January 2009
Occupation or positions held	Advisor of the President of Latvia on Economic Affairs
Main activities and responsibilities	Conducting analytical reports on economic policy issues, defining preparing opinions and preparing surveys for daily working needs of the President of Latvia; Conducting macroeconomic analysis and evaluating economic impact of legislative acts adopted by the Government and Parliament of Latvia; Preparing information on international economic policy issues and preparing surveys necessary for the President's foreign visits; Participating in organizing State visits (over 40 visits), local visits (over 50 visits) and international conferences, coordinating participation of business delegations in State visits abroad; Dealing with correspondence on issues related to economic policy, social policy, welfare, agriculture, regional development, etc. (about 40-50 letters monthly) Drafting speeches for the President (over 50 speeches) and preparing publications; Establishing and maintaining regular communication's network with governmental institutions (18 ministries and other institutions), local governments (26 regions) and business and non-governmental institutions (~12).
Name and address of employer	Chancery of the President of Latvia, 3, Pils laukums, LV-1900, Riga, Latvia
Type of business or sector	Economic policy management, state administration
Dates	From January 1998 to August 2000
Occupation or positions held	Advisor on International Economic Relations, Head of the EU Policy Unit
Main activities and responsibilities	Analysing information and preparing surveys on international economic policy issues for the management of the Ministry of Foreign Affairs; Conducting analysis and preparing surveys on macroeconomic situation for the Ministry of Foreign Affairs; Managing the EU Policy Unit (½ year, supervising 4 people); Participating in the strategic planning processes of the Ministry; Writing speeches and publications, dealing with correspondence.
Name and address of employer	Ministry of Foreign Affairs of Latvia, 36 Brivibas Boulevard, LV-1500, Riga, Latvia
Type of business or sector	Government, international relations, diplomacy
Dates	From May 1997 to November 1997
Occupation or positions held	Consultant
Main activities and responsibilities	Participating in preparing the OECD Latvian Investment Guide, published in 1998 by OECD, Paris, France
Name and address of employer	OECD, Organization for Economic Cooperation and Development, 2, rue Andre Pascal, CEDEX, 16, Paris, France
Type of business or sector	International organization, consultancy
Dates	From January 1992 to August 1995
Occupation or positions held	Coordinator of Foreign Assistance, Expert on international organizations
Name and address of employer	Ministry of Foreign Affairs of Latvia, 36 Brivibas Boulevard, LV-1500, Riga, Latvia
Dates	From March 1991 to December 1991
Occupation or positions held	Assistant to the Charge d'Affaires of Latvia in the U.S., assistant to the Consul
Name and address of employer	Embassy of the Republic of Latvia, 2306 Massachusetts Ave., NW, Washington DC., USA

Type of business or sector	International relations, diplomacy
Dates	From August 1883 to January 1991
Occupation or positions held	Junior Economist
Name and address of employer	Ministry of Agriculture, 2, Republikas laukums, LV-1900, Riga, Latvia

Education and training

Dates	From January 2008 onwards
Title of qualification awarded	Ph.D.
Principal subjects/occupational skills covered	Management, economics. Thesis: The Economic Impacts of Clusters on Innovation and Competitiveness of Enterprises
Name and type of organisation providing education and training	BA School of Business and Finance, Riga, Latvia jointly with Riga International School of Economics and Business Administration, Riga Latvia and Ventspils University, Ventspils, Latvia

Dates	From September 2001 to March 2002 and from February to June, 2011 (2 periods)
Principal subjects/occupational skills covered	Research in the area of economics and international trade in the framework of Ph.D. studies.
Name and type of organisation providing education and training	Georgetown University, Fulbright Organisation scholarship

Dates	From March 2000 to June 2000
Principal subjects/occupational skills covered	Research in the area of economics and international trade in the framework of Ph.D. studies.
Name and type of organisation providing education and training	Oxford University, British Council Scholarship

Dates	From September 1995 to May 1997
Title of qualification awarded	M.A. In Economic Policy Management
Principal subjects/occupational skills covered	Economics and Management, Thesis: The Economic Impact of International Financial Flows.
Name and type of organisation providing education and training	McGill University, Montreal, Canada World Bank Scholarship

Dates	From September 1994 to November 1994
Title of qualification awarded	Certificate in Economic Policy Management
Principal subjects/occupational skills covered	Economic Policy Management
Name and type of organisation providing education and training	Dalhousie University, Halifax, Canada Canadian Government scholarship

Dates	From March 1993 to June 1993
Title of qualification awarded	Certificate of the Diplomat Training Program
Principal subjects/occupational skills covered	International relations, diplomacy
Name and type of organisation providing education and training	Hoover Institution, Stanford University, Palo Alto, USA

Dates	From September 1985 to June 1990
Title of qualification awarded	University Diploma in Trade Economics
Principal subjects/occupational skills covered	Economics, Trade. Thesis: The External Economic Relations of the Agro-industrial Complex of Latvia.
Name and type of organisation	University of Latvia, Faculty of Finance and Trade, Riga, Latvia

providing education and training

Personal skills and competences

Mother tongue(s)

Latvian

Other language(s)

Self-assessment

European level (*)

English

French

Russian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C2	Proficient user	C2	Proficient user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Teamwork skills acquired coordinating international and local visits, conferences, as well as during project implementation and conducting research projects.
 Networking and mediating skills established through maintaining communication networks on national and international levels, including communication network with Latvian governmental institutions (18 ministries and other institutions), self governmental structures (26 regions), business and non-governmental institutions.
 Ability to work independently has been acquired while working on my Ph.D. and different research projects.
 Inter cultural skills developed working with people from different nations and in a multinational environment.
 Public relation competence developed in PR and communications while working for the President of Latvia.
 Protocol knowledge and practical experience on protocol and etiquette acquired working for the Ministry of Foreign Affairs and the Chancery of the President.
 Professional memberships in Riga Stanford Club; Fulbright Alumni association; British Council Alumni Association; McGill Alumni Association.

Organisational skills and competences

Organizational skill acquired by holding responsibility for organizing business delegations in the framework of the Presidential level visits (over 40 visits) abroad and local visits (over 50 visits) working for the President of Latvia;
 I have coordinating participation of business delegations in State visits (over 40 visits) abroad working for the President of Latvia;
 I have been involved in organization of numerous international conferences and events working for the President of Latvia and the Ministry of Foreign Affairs, i.e. Riga International Business Women Summit in 2004, US-Baltic Investment Conference in 2005, etc.
 Marketing&PR: I have designed and successfully implemented the Marketing and PR Action Plan for the 2009-2010 academic year for the School of Business and Finance.

Technical skills and competences

Analytical: During my M.A. studies at the McGill University I have acquired technical

	<p>skills for conducting macroeconomic analysis, which I have applied working for the Ministry of Foreign Affairs and the President of Latvia; During my studies I have acquired knowledge in financial management, accounting, marketing, mathematics modelling, statistics, quality management, etc. During my carrier at the Chancery of President I have acquired skills in revising and analysing legislative acts adopted by the Government and Parliament. Writing: During my work at the Ministry of Foreign Affairs and the Chancery of the President, as well as in the framework of my Ph.D. work I have acquired skills of speech writing and preparing publications.</p>
Computer skills and competences	I have been working with different programs of Microsoft Office, Linux Office, Internet, Skype.
Artistic skills and competences	Drawing (hobby)
Other skills and competences	During my carrier I have acquired knowledge about international economic organizations and the EU policy issues, as well as understanding about political processes in Latvia and on the international level.
Driving licence	Category B
Additional information	Reference: Dr. Vaira Viķe-Freiberga, Ex-president of the Republic of Latvia E-mail address : imantsfreibergs@inbox.lv, telephone number : (371) 291 17 442, Address : Pils laukums 3, Riga, LV-1900, Latvia
	Reference: Dr. Inna Steinbuka, European Commission Representative in Latvia, E-mail address : inna.steinbuka@ec.europa.eu, telephone number: +371 67085410, address : European Union House, 28 Aspazijas Boulevard, Riga, Latvia
	Reference: Dr. Tatjana Volkova, Professor at the BA School of Business and Finance, E-mail address: tatjana.volkova@ba.lv , telephone number : (371) 673 60 133, address : K.Valdemāra 161, LV - 1013, Latvia
Attachments	Please, see attached list of publications.

Attachment: List of publications

1. Z.Zeibote, European Integration and Co-operation for Competitiveness in the Baltic Sea Region, international scientific conference *European Integration and Baltic Sea Region: Diversity and Perspectives* (26.-27.09.2011) proceedings, Riga, University of Latvia, pp. 579.-591.lpp.
2. Liela E, Stale L, Zeibote Z, Business Clusters for Improving Competitiveness and Innovation of Enterprises – Experience of Latvia, *Journal of Business Management No.3* (ISSN 1691-5348), Riga: Riga International School of Economic and Business Administration, 2010, pp. 57-72
3. Zeibote Z, Liela E, The Role of Business Cluster in Promoting Competitiveness of Enterprise, international scientific conference *New Socio – Economic Challenges of Developments in Europe 2010* (7.-9.10.2010) proceedings, Riga: University of Latvia, pp. 41- 49
4. Zeibote Z, Business Clusters for Promoting the Competitiveness of Entrepreneurship and Sustainable Development, *XI international scientific conference "Person, Society and State in Today's Changing Environment* proceedings, Riga: Turiba, pp. 269-275

5. V.Boroņenko, Z.Zeibote, Features of the Regional Labor Force Concentration in the Economy of Latvia (Специфика региональной концентрации рабочей силы в экономике Латвии), In: international scientific conference *the Development of Interregional Economic Intetgration in the EU Framework* proceedings (3-4.12.2010.g.), Daugavpils: Saule, p.47
6. Z.Zeibote, 2010, *Promoting Competitiveness and Fostering Favorable Business Environment in Business Clusters' Framework*, 2nd intrernational scientific conference *Economies of Central and Eastern Europe: Convergence, Opprtunities and Challenges* proceedings (CD) (13.-15.06.2010.g.), Tallinn
7. Z.Zeibote 2010, The Impact of Business Clusters on Knowledge Economy Development, In: *Economics and Management Science*, 2010, Riga: University of Latvia, pp. 241- 254
8. T.Volkova (red.), Z.Zeibote, U.Eglitis, A.Grinbergs, Increasing International Competition of Enterprises in Clusters, In: *Business without frontiers*, Riga, pp. 68 - 80 (Chapter 4)
9. Z.Zeibote, The Impact of Clusters on the Competitiveness of Enterprises, paper published in the 5th international scientific conference of the Riga Teacher Training and Educational Management Academy (RPIVA) proceedings, Riga, Latvia
10. Z.Zeibote, The Role of Business Clusters for Promoting Enterprise, paper published in the International Conference of the Nicolaus Copernicus University "Contemporary Issues in Economy" proceedings, 20-21.November, 2009, Torun, Poland
11. Z.Zeibote, Creating Competitiveness through Clusters – Latvian Clusters' Experience, published in the internationally reviewed scientific periodic Journal in Management & Economy, Riga Teacher Training and Educational Management Academy (RPIVA), Riga, Latvia
12. Z.Zeibote, Stimulation of Innovations: Case of the Latvian IT Cluster, International Research Bulletin "Perspectives of Innovations, Economics and Business", Volume 2, Prague, Czech Republic, October, 2009 <http://www.pieb.cz/magpages/pieb/Volume02.html>
13. Z.Zeibote, Role of the Latvian IT Cluster in Modern Business, 4th International Conference "Information Society and Modern Business", "The Role of Regional Centers in Business Development", 14 –16 May, 2009, Ventspils, Latvia, published in conference proceedings
14. Z.Zeibote (edited by T.Volkova), Increasing International Competition of Enterprises in Clusters, article for the book "Business without frontiers", Riga, Latvia, 2010
15. Z.Zeibote, Accessibility and Practical Application of the Academic Research, paper presented at the Economic Science Forum of the University of Latvia, August 28th, Riga, Latvia, published by the paper „Komersanta vēstnesis” Nr.380, 12.09.2006
16. Z.Zeibote, The Economic Impact of Foreign Private Investment, Volume of the Articles of the University of Latvia Nr.677 „Ekonomika un vadības zinātne” (Economic and Management Science), Riga, Latvia, 2004 (pages 488-501)
17. Z.Zeibote, Perspectives of Cross – border Co-operation in the Baltic Sea region, paper presented at the International Scientific Conference by the Faculty of Economics and Management of the University of Latvia "Enlargement of the European Union in the Baltic Sea Region: Social and Economic Challenges and Opportunities", Volume of Articles of the University of Latvia, Riga, 2004, (pages 229- 237)
18. Z.Zeibote, The Economic Integration of the Baltic Sea Region – a Role Model for Successful Co-operation, National Academy of Public Administration, Office of the President of Ukraine Institute for Continuing Studies, publication „Pārrobežu sadarbība” („Cross-border co-operation”), 2003, (pages 95-109)
19. Participated in preparing the OECD Investment Guide for Latvia (Chapter on Economics), published in 1998, OECD, Paris