

# Thomas SEROPIAN

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Born on September, 18th, 1981, french nationality, single

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## Work Experience

### **Fondation KASA (Yerevan, Armenia)**

**March 2006 to August 2007**

*Manager of IT system & projects for local NGO in Armenia*

- *Coordinated Computer trainings in training centers youth centres.*  
Development of training activities in the 2 major cities in Armenia. Recruitment of a local team. Methodological and logistic support for local trainers. Definition and implementation of quality procedures. Administrative and accountant management of these centres.
- *Managed country-wide projects.*  
Feasibility studies, design & creation of internet projects. Preparation, development, control and follow-up steps.
- *Designed Internet and ePortfolio trainings*  
Design of trainings related to web content and electronic portfolios.  
Creation of course supports and curriculum. Organization and animation of sessions for local universities and NGOs.
- *Management of all the IT system of the NGO*  
Implementation of new methodologies and quality procedures.  
Trainings for staff (25 people). Changes management. IT Support management.
- *Management of all the foundation's websites*  
Contents definition. Creation, update and integration. Publishing processes definition.

### **Defi Computers & Systems (Pau, France)**

**December 2005 to March 2006**

Works on intranet projects. Created scenarios. Added functionalities Optimised graphical user interface. Trained users.

### **ValeoThermal Systems (Paris, France)**

**March to December 2005**

*Managed e-training IT projects for an international training center*

- *Designed & implemented new tools for course supports creation.*  
Virtual classes solutions, « rapid e-learning » tools. Elearning modules creation projects management.
- *Trained trainers about these new tools.*  
Creation of course supports. Training sessions animation. Technical support.
- *Managed technical resources.*  
Learning management systems administration. Relations with technical suppliers.
- *Modernized communication tools*  
Improvement of the intranet site. Communication campaigns.

### **Computer Department of "Ecole Nationale Polytechnique" (Paris, France)**

**Summer 2003**

For a European-wide event: Created website. Designed graphic chart. Developed an intranet system for organization.

### **Suez Environnement, Intershops (Le Pecq, France)**

**Summers 2001 & 2002**

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## Education

### **Ecole Supérieure d'Informatique, Electronique, Automatique (Paris, France)**

**2001 à 2005**

5 years engineering school in information technologies & electronics.

- *Master of Science diploma equivalent.*
- *Specialization: IT Projects management, consulting, innovation*

### **Paris Firemen Brigade (Paris, France)**

**January to May 2004**

Industrial & research project: Implemented an application between two Geographical Information System databases. Worked on test procedures. Management of the students team. Relations with Firemen's technical staff and software suppliers.

### **E.S.T.I.N. (Nancy High School for Engineering Technologies) (Nancy, France)**

**1999 / 2001**

2 years preparatory program for entry into French graduate engineering high school

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## Computer knowledges

**Tools :** Office (Open Office, MS Office), MS Project.

**Web technologies :** PHP, ASP, XML, HTML, Flash.

**Webcontents management :** Requirements definition. Creation, integration, optimization,

**Multimedia :** Graphic, photo and video editing tools (Photoshop, iMovie, Premiere, Lightroom).

**Networks :** IP & VoIP protocols, SoHo networks administration

**Databases :** MySQL, Access.

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## Foreign languages

**French:** Mother tongue

**English:** Fluent

**Spanish:** Basic level

**Armenian & Arabic:** Notions

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## Fields of Interests

### **Volunteer mission in Senegal**

**February 2005**

Computer & Internet initiation, support courses.

### **Volunteer mission in Benin with La Guilde Européenne du Raid NGO**

**Summer 2004**

Summer courses & mathematics evaluations in high school. Pedagogical cultural activities.

### **Websites management and animation**

- Blog & personal website ([www.followtheway.info](http://www.followtheway.info)).
- Design & animation of a photo collaborative project ([www.onedayinyourlife.org](http://www.onedayinyourlife.org)).
- Columnist and photographer for a musical website for 2 years ([www.mygmusique.com](http://www.mygmusique.com))
- Website design and updates as a freelance since 6 years

*Samples :* [www.followtheway.info/sites](http://www.followtheway.info/sites)

### **Travels, Interests for foreign cultures**

CIS, Caucasus, Africa, Scandinavia, Central Europe, Canada, Middle East