

## **Curriculum Vitae**

Janne Holst Hübner, Special Assistant to the Danish Director of Public Prosecutions  
Office of the Director of Public Prosecutions  
Frederiksholms Kanal 16  
1220 Copenhagen K, Denmark

## **Work Experience**

### **Falke Rejser (Danish Travel agency)**

1989 – 1990: Tour Guide in Spain and Turkey (Group Expert)

### **Ministry of Justice**

1991 – 1993: Office Trainee

1993 – 1995: Caseworker and Meeting/Conference Coordinator (Police Division)

1995 – 1998: Caseworker and Special Assistant to the Head of the Police Division with responsibility for the planning and coordination of foreign study visits/programmes and international events.

1998 – 2008: Special Assistant to the Deputy Permanent Secretary of the Civil and Police Division and Head of Protocol with responsibility for planning and coordinating International Conferences hosted by the Ministry of Justice, the Danish Prosecution Service and the Danish Intelligence Service.

2005 – 2007: Part-time Project Manager and Special Assistant to Danish Director of Public Prosecutions in his function of President of the International Association of Prosecutors.

### **Director of Public Prosecutions**

2008 – 2009: Special Assistant to the Director of Public Prosecution

2008 – 2009 Communications Manager of the International Association of Prosecutors

## **Project Management:**

### **Technical Projects**

- Introduction of a Solicitor Secretary Structure (Ministry of Justice)
- Implementation of two electronic case handling systems (Ministry of Justice)
- Design and implementation of nine internet based websites and administration systems
- Implementation and design of a new internet based interactive administration system and website (the IAP)

## **Larger Conferences** (between 150 – 1150 participants and 15 – 100 staff members)

I was the logistical and administrative leader organizing and implementing the programs for each of following;

- 3 Conferences during the European Presidency in 2002
- 2 International Conferences on Terrorism (Danish Security Intelligence Service)
- 4 International Conferences (The Nordic Counsel)
- The 10<sup>th</sup> International Conference and General Meeting of the IAP
- The 26<sup>th</sup> Retraining Session of FBI National Academy Associates
- 1<sup>st</sup> Danish Prosecutors Forum

## **Education and qualifications;**

1977 – 1986: Primary and Lower Secondary School

1986 – 1989: Commercial Upper-Secondary School

1989: Falke Tour Guide Training Academy, Palma de Mallorca, Spain

1991 – 1993: The Danish School of Public Administration

1992 – 1993: Copenhagen Business Academy: Organisation and Management

## **Special training courses (external):**

- Office PowerPoint, Office Excel and Office Publisher
- Basic training in Adobe Photo Shop and Adobe Acrobat 9
- Danish State Account and Salary System
- Ministry of Justice and Police File Management and Document Handling systems

## **Training Courses (Internal/In-House):**

- Danish Administrative Code
- Danish Criminal Code
- Project Management
- Website Designing
- HTML Content Management
- ASP.NET management system
- PHP management system

## **Special Language Courses:**

- Spanish (Ministry of Foreign Affairs Language School and Tour Guide Academy)
- French (Ministry of Foreign Affairs Language School)
- Turkish (Special Training/Alanya)

## **Trust position and Committee work;**

1993 – 2000: I was elected Shop Steward and joint spokesperson for five Office Workers Unions representing the union members in salary arbitration and benefits (160 members)

1997 – 2000: Deputy Chair of the Work Committee (Ministry of Justice)

2003 – 2004: Coordinator: the Greenlandic Administration of Justice Committee

2005 - Conference Counselling Function (Central Administration)