



Curriculum Vitae Personal information

First name / Surnames

Address

Telephone(s)

E-mail

Nationality

Gender

Macarena Ybarra Coello de Portugal

Av Nestor Plissart 88, 1150 Brussels

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macarenaybarra@edpcoaching.com – Web page – www.edpcoaching.com

Spanish

Female

Work experience

Dates

Occupation or position held

Main activities and
responsibilities

2007 →

Director and Founder of European Development Projects Sprl – EDP COACHING

Main Coaching certifications:

- Professional Certified Coach (PCC) by the International Coach Federation (ICF).
- Social and Emotional Intelligence (S+EI) Certified Coach (Institute for Social and Emotional Intelligence, USA). I use an Assessment tool individually or in 360°, evaluating 26 distinct S+EI competencies, designed specifically to measure emotional intelligence in the workplace.
- Accredited Coach by the European Commission and therefore on the list of Official Coaches of the European Institutions (Commission, Council, European Parliament).
- NeuroPositive Certificate. (Applied Neuroscience Institute, USA)
- Firewalking Instructor. Firewalking (Institute of Research and Education, Dallas, Texas, USA).
- Silva Method graduated (Mental control and relaxation).
- Neuro-Linguistic Programming “Master-Practitioner” (NLP).
- Certified in PERF ECHO (Behavioural inventory at work).
- Certified in MRA Feedback. Multi-rater Assessment (360°). Cubiks.
- Inspiring Leadership through Emotional Intelligence by Case Western Reserve University (USA)

Main activities:

- **Executive Coaching** (Individual and Team Coaching) to European staff and other public and private bodies. (Managing new professional situations, Team Management and motivation, Management of time, leadership skills, Conflict management, Change of Job, Preparing for Retirement, Balance between professional and personal life, talking in public).
- **360° Feedback debriefing with Social and Emotional Intelligence, MRA and ‘ad hoc’ tools.** These debriefings are done as part of an Individual Coaching process and as part of an Institutional global request.
- **Emotional and Social Intelligence management workshops** delivered to the European Institutions: Conflict Management, Auto-Motivation, etc.
- **Workshop and seminars on the use of high impact tools** such as walking on hot coals (FIREWALKING), walking on broken glass (GLASSWALKING), breaking arrows with the neck (ARROWBREAKING) and other dynamics to change and break limiting beliefs and deep fears in people.
- **Personal Coaching.** (Fostering self-esteem, self-assurance, overcoming fears and self-imposed barriers and blocks, encouraging the fulfilment of potential, ADHD).
- **School Coaching** in collaboration with the psychologist of the European School (working methods, counteracting de-motivation, stress management, studies skills, conflict management, finding educational direction, managing emotions, relations with parents).
- **Group Coaching and Training Courses addressed to parents** to provide children with Emotional Intelligence through the Coaching techniques.
- **Group Coaching and Training Courses addressed to professional** people on how to deal with work problems (searching for self-motivation, managing emotional aspects, delivering good feedback, discovering working needs, finding out working areas that are not satisfied) .

Name and address of employer Type of business or sector	Av Nestor Plissart 88,1150 Brussels Coaching and training
Dates	1992 – 2007
Occupation or position held	Director and founder of European Development Projects Sprl – EDP
Main activities and responsibilities	<ul style="list-style-type: none"> - Drawing up, managing and presenting international proposals to the European Commission, proposals in which at least three institutions from member states or third countries have to participate. - Defining the functions of the project partners and negotiating with them their respective task in the overall project. - Managing technical and financial aspects of the international network. - Coordinating projects subsidized by the EU, assuming the responsibility before the Commission concerning the following tasks: Establishing the working plan as set out in the contract with the European Commission; Drafting the technical and financial reports; Holding all the necessary communications with the European Commission; Coordinating the communication among the partners and take care of the administrative aspects of the network; Organizing international meetings; Evaluating the results of the projects drafting the necessary evaluation instruments.
Name and address of employer Type of business or sector	Av Nerviens 67, Bte 12, 1040 Brussels Institutional and business consultancy at the European Level
Dates	April 1992- October 1992
Occupation or position held	European Parliament Assistant
Main activities and responsibilities	Assistant in areas related to Regional Policy, ACP policy and budget
Name and address of employer Type of business or sector	European Parliament European Institution
Dates	July 1990 – June 1992
Occupation or position held	Responsible for European Affairs
Main activities and responsibilities	<ul style="list-style-type: none"> - Internal Coordination activities - Proposal of European initiatives
Name and address of employer Type of business or sector	Rue de Chevalier 14, 1050 Brussels Lawfirm - HEYMANS, DE CASTRO, CAILLIAU & DESENFANS
Education and training	
Dates	2015
Title of qualification awarded	NeuroPositive Certificate.
Principal subjects/occupational Skills Covered	The NeuroPositive Method is a research based, neuroscience framework for life coaching, increasing the positive neuroplasticity of the brain, integrated with an intensive focus on developing positive and powerful coaching strategies and interventions
Name and Type organisation	Applied Neuroscience Institute, USA
Dates	2014
Title of qualification awarded	Certificate in Inspiring Leadership through Emotional Intelligence.
Principal subjects/occupational Skills Covered	Emotional intelligence, hope, mindfulness, and compassion help a person reverse the damage of chronic stress and build great leadership relationships.
Name and Type organisation	Case Western Reserve University (USA)
Dates	2013
Title of qualification awarded	Certified in MRA Feedback.
Principal subjects/occupational Skills Covered	Multi-rater Assessment (360°).
Name and Type organisation	Cubiks. Belgium
Dates	2013
Title of qualification awarded	Certified in PERF ECHO
Principal subjects/occupational Skills Covered	Behavioural inventory at work
Name and Type organisation	PERFORMANSE. France

Dates	February 2013
Title of qualification awarded	Firewalking Instructor
Principal subjects/occupational Skills Covered	Use of high impact tools as walking on hot coals (FIREWALKING), walking on broken glass (GLASSWALKING), breaking arrows with the neck (ARROWBREAKING) and other dynamics to change and break limiting beliefs and deep fears in people.
Name and Type organisation	Firewalking Institute of Research and Education, Dallas, Texas
Dates	July 2011
Title of qualification awarded	Social and Emotional Intelligence Certified Coach
Principal subjects/occupational Skills Covered	Working with Social + Emotional Intelligence Profile (SEIP). This is the most comprehensive social and emotional intelligence assessment instrument on the market today, measuring 26 distinct social and emotional intelligence competencies.
Name and Type organisation	Institute for Social and Emotional Intelligence (USA).
Dates	January 2011
Title of qualification awarded	Group Coaching Essentials Certificate
Principal subjects/occupational Skills Covered	Accompanying teams to improve the coordinated use of collective resources, overcome barriers in order to communicate better and raise the effectiveness of their work
Name and Type organisation	Potential Realized, (Canada).
Dates	October 2010
Title of qualification awarded	Inner Game Coaching and Leadership Programme Certificate
Principal subjects/occupational Skills Covered	Inner Game and Coaching methodology delivered by John Withmore and Tim Galwey
Name and Type organisation	Performance Consultants International (London, UK)
Dates	2010
Title of qualification awarded	Silva Method Graduated
Principal subjects/occupational Skills Covered	Mental control and relaxation
Name and Type organisation	Silva Method (Barcelona, Spain)
Dates	2010 →
Title of qualification awarded	PCC (Professional Certified Coach) International Coach Federation (ICF)
Principal subjects/occupational skills covered	ICF Certification
Name type of organisation	International Coach Federation (ICF) (USA)
Dates	2009 →
Title of qualification awarded	1 st year of Psychology
Principal subjects/occupational skills covered	Psychology studies
Name and type of organisation	Open University of Cataluña, (UOC), (Barcelona, Spain)
Dates	2007- 2009
Title of qualification awarded	Olacoach Professional and Personal Certified Coach (CPPO)
Principal subjects/occupational skills covered	225 Hours ACTP – Coaching training
Name and type of organisation	Olacoach, (Madrid, Spain)
Dates	2007 - 2009
Title of qualification awarded	Neuro-Linguistic Programming “Master-Practitioner” (NLP)
Principal subjects/occupational skills covered	NLP two years training
Name and type of organisation	Ressources, (Bruxelles, Belgique)
Dates	2008
Title of qualification awarded	Student Coach
Principal subjects/occupational skills covered	Coaching students to change
Name and type of organisation	Mozaik, (Paris, France)

Dates 2007- 2008
 Title of qualification awarded Advance Coaching training
 Principal subjects/occupational skills covered 96 Coaching training hours
 Name and type of organization Mozaik, (Paris, France)

Dates 2001- 2002
 Title of qualification awarded Diploma of Specialization in Immigration
 Principal subjects/occupational skills covered Immigration
 Name and type of organisation Universidad Pontificia de Comillas, (Madrid, Spain)

Dates 2001- 2002
 Title of qualification awarded Diploma of University expert in NGO management
 Principal subjects/occupational skills covered NGO management
 Name and type of organisation Fundación Luis Vives and Spanish Distance Learning University (UNED), (Madrid, Spain)

Dates 1993-1994
 Title of qualification awarded "Setting up and supporting enterprise creation"
 Principal subjects/occupational skills covered Company Management
 Name and type of organisation Ecole de Commerce de Solvay (ULB), (Brussels, Belgium)

Dates 1990-1992
 Title of qualification awarded Special European Law Degree
 Principal subjects/occupational skills covered European Law
 Name and type of organisation Free Brussels University, (Brussels, Belgium)

Dates 1984-1990
 Title of qualification awarded Law Degree
 Principal subjects/occupational skills covered Law
 Name and type of organisation Navarra University, (Pamplona, Spain)

Personal skills
 Mother tongue(s)

Spanish

Other language(s)

French

English

Italian

Portuguese

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C 2	Proficient user	C 2	Proficient user	C 2	Proficient user	C 2	Proficient user	C 1	Proficient user
C 2	Proficient user	C 2	Proficient user	C 2	Proficient user	C 2	Proficient user	C 1	Proficient user
C 2	Proficient user	C 1	Proficient user	C 1	Proficient user	C 1	Proficient user	B 1	Independent user
B2	Independent user	B2	Independent user	A2	Independent user	A2	Independent user	A1	Basic User
(*) <u>Common European Framework of Reference for Languages</u>									

Social skills and competences

- Team Spirit
- Good communication and inter-personal skills.Ability to work in a multicultural environment
- Ability to communicate in public (speaker in conferences and seminars)
- Confidence
- International experience
- Openness and flexibility

Organisational skills	<ul style="list-style-type: none"> - A capacity to adapt to clients - Good problem solving and organizational capacities - Experience in the organization of seminars and official events and seminars - Ability to work under time constraints - Good sense of organization
Technical Coaching skills	<ul style="list-style-type: none"> - Setting the foundation (meeting ethical guidelines and Coaching professional standards) - Co-creating the relationship with the coachee (establishing trust and intimacy with the client, coaching presence) - Communicating effectively (active listening, powerful questioning, direct communication) - Facilitating learning and results (creating awareness, designing actions, planning and goal setting, managing process and accountability) - Good knowledge of EU institutions and their functioning - Project manager skills - Experience in drafting reports and minutes
Computer skills	<ul style="list-style-type: none"> - Microsoft Office 2010
Additional information	<p>Practical training courses:</p> <ul style="list-style-type: none"> - "Firewalking seminar" September 2013, February, June and July 2014. - "Workshop in auto-motivation", European Parliament, May 2012. - "Workshop in Conflict Management", European Parliament, January 2012. - "Workshop in Emotional and Social Intelligence Management", European Commission, 1 July and 11 October 2011. - "How to provide children with emotional intelligence through the coaching techniques". Brussels: 13 March 2008, 15 April 2008, 21 May 2008, 19 June 2008, December 2009. - "How coaching can help my working life". Brussels: 17 April 2008, 5 June 2008. - Practical Course on the presentation of projects in the European Union area. Summer courses of the University of Cadiz, July 1996. - EU opportunities offered to the public and private operators. Bresba S.L, Barcelona, November 1996. - Practical Course on the presentation of projects in the European Union area. Summer courses of the University of Cadiz, July 1997. - Drafting and Management of EU projects. Convenio Andres Bello, Bogota, Colombia, September 1997. - Practical Course on the presentation of projects in the EU area. Community of Castille-La Mancha, Directorate-General of European Affairs, Toledo, June 1998. July 1998. Bancaja, Valencia, November 1998. Delegation of Castellón, Castellón, January 1999. Community of Castille-La Mancha. Conserjería of Work and Industry May 1999. <p>Rapporteur in the following conferences:</p> <ul style="list-style-type: none"> - Aid of the European Union for the Latin America and the Caribbean Countries. Foundation Friedrech-Naumann, Santo Domingo (Dominican Republic), December 1994. - Programmes and financing of the EU to the benefit of the Caribbean countries. Foundation Friedrech-Naumann, Santo Domingo (Dominican Republic), June 1996. - EU opportunities offered to culture within Europe. International Congress on Culture, University of Navarre, Pamplona, October 1996. <p>Seminar Organization of launchings of international projects:</p> <ul style="list-style-type: none"> - CHEERS: Project to provide training for lowly-qualified staff of European Companied Meetings held in: Brussels: June 1993, Sweden: September 1993, Seville: June 1994. - EASY: Cooperation project to provide training for lowly-qualified staff of European Companied (Leonardo da Vinci). Brussels: February 1997, Sweden: September 1997, Finland: March 1998, Brussels: May 1998; Sweden: November 1998. - ATTAS. Cooperation project for the promotion of European crafts (ART. 10 ERDF). Meetings held in: Seville: May 1997, Seville: November 1997, Portugal: May 1998, Ireland: October 1998, Seville: February 1999. - ETIQA: Project for the definition of joint units of training. (Leonardo da Vinci) Meetings held in: Paris: May 1998, Munich: July 1998. - RENOVA: Project for the integration of people into working life (Integral Community Initiative) - Scotland: December 1998; Belfast: May 1998; Seville: October 1998; Dublin: May 1999.