



Hugh CORLESS (Jay)  
19 October 1973

WORK EXPERIENCE

June 2002 – December 2006 UNESCO Paris, France  
**Assistant Executive Officer/ Office of the Director-General**

Main duties included:

- Researching, analyzing and compiling press clippings relating to UNESCO's fields of competence
- Researching, translating and providing written documentation for flash information, Director-General statements, announcements, letters and short speeches.
- Drafting media fact-sheets or backgrounders and assisting in the assembly of press packets or media kits for distribution during Director-General missions and visits.
- Drafting and collecting background information and research for interviews given by the Director-General.

December 2001 – June 2002 UNESCO Paris, France  
**UNESCO Culture Sector Media Officer**

- Responsible for the conceptualization of a new sectoral internet design and layout with editorial responsibilities once implemented.
- Responsible for the development and integration of two USD 400.000 portals within the overall sectoral internet site.
- Charged with the coordination and development of 14 subsites within the global sectoral internet development strategy
- Responsible for the elaboration of sectoral brochures, flyers, and other publicity material

January 2000 – December 2001 UNESCO Paris, France  
**Public Information Officer/Public Outreach**

- Created an internet based system that allowed for the collection and assembly of a daily email providing access and summaries to UNESCO related international news.
- Maintained and updated the UNESCOPress internet site. The site in English, French and Spanish was UNESCO's most visited website.
- Worked with the US-UNESCO liason of UNESCO on awareness raising campaigns that lead to a 225-193 Congressional vote in favor of US re-entry to UNESCO.

July 1999 UNESCO Paris, France  
**Project Co-ordinator/ UNESCO Participation at the "Armada du Siècle" in Rouen, France**

- Charged with the co-ordination and representation of UNESCO at the "Latitude Bleu, Espace Jeunesse" of the Armada.
- Served as UNESCO programmes information point and distributed 8 tons of UNESCO material to approximately 30,000 visitors a day.
- Organised workshops on tolerance and the culture of peace.
- Organised a 10 discipline-sporting tournament with 400 participants.

EDUCATION

1995-1996	La Sorbonne	Paris, France	French Civilisation and Cultural Studies
1994 – 1995	Université de Nantes	Nantes, France	French as a Foreign Language
1993 – 1994	Valencia Community College	Orlando, Florida	Associate Arts Degree
1993	Centro Venezolano Americano	Caracas, Venezuela	Advanced Spanish Studies

LANGUAGES

English - Mother Tongue  
French - Working knowledge  
Spanish - Working knowledge

OTHER

Committee Member/Webmaster of the Anglo American Press Association of Paris [www.aapafrance.com](http://www.aapafrance.com)