

# Erik Marsja | Administrative skills

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I was responsible for arranging the monthly HEAD seminar series 2019-09 - 2020-12. This included contacting national, and international, researchers, booking flights, and hotels. I also booked suitable rooms, created and printed posters, as well as set up equipment for online streaming.

I was also the elected chairperson of the Ph.D. students council of the Department of Psychology, Umeå University.