

**From:** [REDACTED] <[REDACTED]>

**To:** "jeffrey E." <jeevacation@gmail.com>

**Subject:** Re:

**Date:** Sun, 03 Aug 2014 20:36:33 +0000

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**SUE Vodokanal of St.Petersburg** Saint Petersburg, Russia  
**Environmental Protection Assistant and Innovation Intern**, June-August 2009

- Conducted research on global innovations and strategies for careful and efficient use of natural sources including water
- Researched the use of advanced technologies in providing sustainable water access to customers
- Trained the youth how to protect and preserve the environment by bring up their self-awareness on urgent ecological issues
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SUE Vodokanal is the largest provider of high quality water and sanitation services in Russia. The company delivers sustainable city development through building the culture of efficient water use. My responsibilities as environmental protection assistant included an administrative and other measures of support to prevent the Baltic Sea pollution and eliminate the existing pollution sources for the purpose of the Baltic Sea ecosystem rehabilitation. For instance, one of the priority guidelines of SUE "Vodokanal of St.Petersburg is ecological education of the youth and children where I gave an interactive lessons and seminars for children on the importance of environmental perseverance to improve a quality of life. It consisted of acknowledgment on the Baltic sea ecosystem, digital presentation with using an interactive map to inform about Baltic Region countries. I conducted an eco-survey to acquire the level of knowledge that students gained by the end of the training program. Besides that, I helped to conduct a research in the use of biomonitoring. Biomonitoring is one of the innovative methods of water treatment through a system of water quality measurement. My duties included diagnostics of the functional status of crayfish and fish.

<http://www.vodokanal.spb.ru>

On Sat, Aug 2, 2014 at 8:24 PM, jeffrey E. <jeevacation@gmail.com> wrote:

[REDACTED]:31 PM (48 minutes ago)

to me

**SILK Designs Interior Design Company** New York, New York  
**Assistant**, November 2012 - present

- Contributed to the development of design concepts and delivered it to a final presentation.
- Ensured code compliance (commercial grade) of all fabrics and finishes
- Organized and maintain SOWs, contracts, and legal agreements
- Provided administrative support and coordinated meetings with clients

as

an interior design assistant at The SILK Designs Company I was involved in design tasks including space planning, concept design, design development, construction documents, the development of renderings and designs for final presentations and proposals. I was responsible for establishing a daily schedule and making appointments for an interior designer, arranging transportation, setting up meeting rooms for presentations, ordering supplies for the office in addition to obtaining supplies for specific jobs and maintaining a positive working relationship with all store associates. In addition to that, part of my duties was budget management which included assistance to an interior designer to achieve established In-Home program sales goals, accurate order information, collection of deposits and fees, keeping orderly customer records, and researching customer payments and deliveries.

**Multilateral Diplomacy Summer School at the United Nations Headquarters** New York, NY

June 2013

In

June 2013, the UN Institute for Training and Research (UNITAR), the New York Office initiated an intensive programme on multilateralism. This course aimed to extend my understanding of, and an appreciation for, multilateralism as a young professional in global affairs. Along with other seventeen students I was trained in the concepts of multilateralism, and its origins. I participated in the various work of the UN, including: the Millennium Development Goals and the Post 2015 Sustainable Development Agenda: the role of the UN Peacekeeping Operations; and, the goals of the Department of Political Affairs. To

this end, I was also able to gain first hand insights about the UN through the medium of presentation and discourse with unique UN staff.

During

the program I learned that multilateralism is both critical but complex and that it requires inter alia cooperation to reach an agreements. It enhanced my ability to negotiate and to work cooperatively, especially if the quest involved shared consensus that needs to be both broad and lasting. I conducted a detailed analysis of

The Millennium Development Project-2015 which focused on access to clean water and basic sanitation in Africa and I produced a research paper that was selected for publication by the United Nations Institute of Training and Research. Here is the link for my work.

[https://www.unitar.org/ny/sites/unitar.org/ny/files/Multilateral%20Diplomcy%20Paper\\_final%20version\\_online%20publication.pdf](https://www.unitar.org/ny/sites/unitar.org/ny/files/Multilateral%20Diplomcy%20Paper_final%20version_online%20publication.pdf)

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please note

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