

[REDACTED]
Mobile: [REDACTED]

E-mail: [REDACTED]

Adress: [REDACTED]

Education

[REDACTED], **International Relations and Cooperation**, College of Political Science, June 2012
Russian State University for Humanities (Moscow)

Experience

Moscow City Small Business Promotion Administration

Head of Government Procurement and Services Department, August 2013 – June 2014

- Prepared departmental strategic development plan
- Managed educational projects for small and medium size businesses (SMEs): development and organization of seminars, courses, round-tables, conferences with the involvement of entrepreneurs and representatives of various government institutions
- Consulted SME owners and representatives on government policy and regulations
- Participated in presentations, conferences and forums
- Searched for potential partners, liaised with other government agencies, conducted negotiations
- Facilitated the day-to-day activities of the department
- Developed department presentation materials
- Conducted and moderated meetings.

Lead specialist, January 2013 – July 2013

- Conceptualized and led a program helping small businesses participate in the government procurement and tendering process.
- Participated in creation of the organizational structure in support of SMEs' participation in the government tendering
- Consulted SME owners and representatives on government policy and regulations
- Developed promotional programs to increase SME's participation in government contracts
- Organized and conducted various trade and educational engagements
- Developed department presentation materials
- Prepared analytical and operational reports for department heads (Department of Science, Department of Industrial Development and Entrepreneurship, Moscow City Department of Competitive Development).

Skills

- Energetic, responsible and highly organized
- Knowledge of effective negotiation strategies
- Understanding of proper business communications and ethics
- Public speaking experience and excellent communication skills

- Leadership qualities

Languages: Russian, English (full proficiency), Spanish (basic proficiency)

Microsoft Office (Word, Excel, PowerPoint, Outlook)

Conference Participation, Certifications, and Publications

- Certified specialist "Marketing and Sales Strategies for Start-ups", International School of Business of the Moscow Chamber of Commerce, 2013.
- Participated in organizing the XI Russian conference and Expo «GosZakaz-2013» (Government Procurement 2013)
- Organized and participated in the Russian-American News and Media conference on Culture and Sports Coverage, under the patronage of the Presidential Commission and the Russian State News Agency, Moscow, 2011.
- "Cleaning" magazine (28) article "Small Business in the spotlight", June 2013.
- Business intelligence bulletin "Moscow bidding", article «How to locate sector-specific Moscow City tenders», September 2013.