** IYA**

E-mail: Iya.312090@2freemail.com

**Personal information**:
Nationality: Russian
Place of residence: Dubai, UAE
Date of birth: October 9th, 1987

**Education**:

-January 2013 - December 2013
**Master’s of Science in International Relations**, ASERI (Postgraduate School of Economics and International Relations), **Università Cattolica del Sacro Cuore**, Milan, Italy (completely taught in English).

 -September 2004 – June 2009
 **Master’s of Science in Translation/Interpretation (Russian, English and French)**, Moscow State Linguistic University, Moscow, Russia.

**Professional Experience**:

-March 2014 – now ***Nila & Monroy,*** Dubai, UAE

**Personal assistant, logistics and events coordinator
Duties**:

* Management of all staff, the oversight of all procedures and the troubleshooting of any problems,
* Overseeing operations of the venue,
* Support to meetings and travel arrangement,
* Management of documentation for business trips,
* Support in organization of the Queen of USSR 2016 event,
* Process and responds to upcoming events.

-October 2013-February 2014- ***The European Union Delegation to the Russian Federation***, Moscow, Russia

**Intern in the Transport, Energy and Environment Section**

**Duties**:

* Contribution to the reporting activities of the Delegation with special attention to EU-Russia energy development,
* Analysis and research of the environmental and transport situation in the country by monitoring local press coverage,
* Preparation of detailed internal reports as directed and assisted in press and information activities when required,
* Preparation of daily briefings for the Headquarters at Brussels on the current situation as well as draft background notes,
* Analysis of data attendance and support to various meetings, conferences at the ministries and preparation of the meeting minutes.

- February 2012 - December 2012 - ***Sibex Oil limited*** (British oil company) Moscow, Russia.

**Personal assistant**

**Duties**:

* Office management, meetings arrangement, coordination of the companies’ participation in offshore Oil & Gas industry working groups,
* Logistics, planning and organization of meetings,
* Managing of small projects with foreign business partners,
* Participation in negotiations/business delegations abroad,
* Preparation of funding applications and commercial reports,
* Collecting, processing and analyzing data,
* Project estimation, project management support.

- August 2011 - December 2011- ***Ernst & Young CIS B.V***. Moscow, Russia

**Executive Assistant in Transaction Advisory Services
Duties**:

* Administrative support to senior managers, logistics and travel support,
* Detailed annual work plans preparation, analyzing data, reporting including budget, resources, and management of documentation for business trips,
* Controlling of the legality and regularity of financial transactions,
* Organization and monitoring of the activities and the deadlines**.**

- September 2009 - May 2011- ***Kad-M Association*** (Moscow, Lisbon)

**Event planner**

**Duties**:

* Researching markets to identify opportunities for events;
* Liaising with clients to ascertain their precise event requirements;
* Producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets);
* Agreeing to, and managing a budget;
* Securing and booking a suitable venue or location;
* Ensuring insurance, legal, health and safety obligations are adhered to;
* Coordinating venue management, caterers, stand designers, contractors and equipment hire;
* Organizing facilities for car parking, traffic control, security, first aid, hospitality and the media;
* Identifying and securing speakers or special guests.

**Language skills:**Mother tongue: Russian, English (excellent), French (excellent), Italian (advanced); TOEFL iBT – 103 (test passed in 2012)

**Computer Skills:** Proficiency in Microsoft Office tools (Outlook, Power point, Word, Excel, Visio, SharePoint, MS Project), iOS, Lotus Notes, Internet, Trados, SQL database.