**Oxana Prasolova**

**Education**

**1991-1995** Economist. Russian Academy of Economics named after G.V. Plekhanov.

## Job experience

**July 2007- present time** National Research University Higher School of Economics (HSE), Centre for Studies of Civil Society and the Nonprofit Sector project manager

**February 2000-July 2007** Moscow Public Science Foundation, program manager for the “Strengthening Program for Economic Think Tanks in the Russian Federation” (USAID Russia program)

**October 1995** **-January 2000** Economist and accountant in commercial banks

and brokerage company

**Responsibilities**

1. Managing of the Centre programs
2. Collaboration with various University departments linked to Centre activity (accounting, finance, CBRP).
3. Coordination and controlling of entire scope of work related to annual life cycle of Projects: various HR matters linked to Centre staff
4. Preparation and controlling of state documentation process, gathering and control on reports,
5. Attendance and preparation of HSE conferences, Centre summer schools and workshops
6. Advanced user of software utilized at the HSE (SDOU, ets.)

## Additional skills and information

1. Proficiency in English and Russian
2. Excellent communication and negotiation skills
3. B category driving license holder since 1994