




PERSONAL INFORMATION


Olga Solovyeva



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WORK EXPERIENCE

10/2015–Present

Lecturer

National Research University Higher School of Economics, Moscow (Russia)

- Designed syllabus and conduct class on Introduction to Research Design for 1st year students.
- Designed syllabus and conduct class on Communication theory for 2nd year students (taught in English).
- Launched and maintain a research project "Communicative ecologies of Moscow neighbourhoods" (12 participants).
- Designing MOOC for Coursera on Communication theory and its applications (course starts in 2018).
- Academic advisor of 10 students (final research papers, 2016/17 ac.year).
- Member of organising committee for local student conference in 2017.

11/2014–28/02/2016

HR & Internal Communication Manager

London Gates Education Group, Moscow (Russia)

- Control over HR a team of three people, organizing corporate events.
- Coordinating work of assistants (30 people): recruitment, schedule, payments, trainings, work assessments.
- Learning & development program implementation.
- Internal communication maintenance within the company.
- Employer branding strategy design and launch.
- Design of welcome leaflets for newcomers and other internal materials.
- Coordinating recruitment and induction for new employees (teachers and office employees).

- 09/2013–10/2014 Administrative specialist
JTI (Japan Tobacco International, M&S HQ Russia), Moscow (Russia)
- Administrative support for the office; document management; contracts maintenance. SAP, CAS.
 - Control over the cleaning services and other subcontractors.
 - "Green office" program development and launch; eco initiatives.
 - VIP-visits and corporate events organization due to cross-functional projects.
 - Intranet web-page management: restructure, content creation.
- 09/2012–07/2013 Assistant
NGO “Sodruzhestvo”, Saint-Petersburg (Russia)
- Collecting and analyzing data for a research on combating corruption and rising NGO's involvement in Saint-Petersburg.
- 04/2013–07/2013 Intern
Centre of non-government organizations development., Saint-Petersburg (Russia)
- Sociological surveys, interviews, assistant to project managers.
- 08/2012–10/2012 Intern
SPN Ogilvy, Saint-Petersburg (Russia)
- Internship at Baltic PR Weekend and Sarah Brightmans' Press Conference.
 - Media communication, translation and press materials conducting, support for VIP guests
- 05/2012–07/2012 Intern
Arcaim, PR agency, Saint-Petersburg (Russia)
- SMM internship: political project in social media.
- 09/2009–04/2012 Journalist
“Walter” Magazine, Saint-Petersburg (Russia)
- Correspondent and journalist at University magazine.
 - We founded a local student newspaper covering social, political and cultural events
- 05/07/2016–20/07/2016 Instructor at Summer Camp
London Gates Education Group, Maurini (Latvia)
- In 2015 and 2016 was an Instructor at Summer Camp for kids (11-17 years old). Designed and conducted activities and games: e.g. Robotic Day, Charity Day, Theatre Day etc. Working language English.
- EDUCATION AND TRAINING
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- 05/2017–05/2017 "Academic Writing: A Sum of Characters"
National Research University Higher School of Economics, Moscow (Russia)

- 10/2016–11/2016 "How to Start Lecturing in English"
National Research University Higher School of Economics, Moscow (Rus)
- 09/2014–26/06/2016 Master in Communication
National Research University 'Higher School of Economics', Moscow (Russia)
Communications, Media and Design Department
Graduated with honors
- 09/2009–07/2013 Bachelor in Political Science
Branch of the National Research University 'Higher School of Economics', Saint-Petersburg (Russia)
Applied Political Science Department
GPA 8.9 out of 10
Graduated with honors
- 01/2013 Winter School Participant: Class-Gender-Race. Fighting inequalities in our societies.
Jugendbildungstatten Kurt Lowenstein & SJD-Die Falken (Germany), International Winter School.
- 04/2012 Winter School participant: The formation of the European security environment and the role of the NATO-Russia Council.
Center for International and Regional Policy Foundation. Friedrich Ebert Foundation in Russia, the NATO Information Office.
- 09/2011–04/2012 Specialist in Management
European Institute for Education and Recruitment, Saint-Petersburg (Russia)
Short-course on major Management disciplines.
- 08/2007–06/2008 FLEX Program: foreign exchange student
Norman North High School (OK, USA)

 - Participated in Future Leaders Exchange Program under the auspices of the American Council, USA
 - Studying at the American High School. Spent a week on intensive course on civil rights for selected students in Washington DC.

PERSONAL SKILLS

Mother tongue(s) Russian

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

English C1 C1 B2 C1 B2

IELTS (2013) overall 7.5

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained through my experience as administrative specialist while dealing with a number of contractors, working as HR and internal communication manager and my educational and teaching experience.

Organisational / managerial skills

- Ability to work independently and responsibly even under tight deadlines. Excellent organization skills gained during event-organization experience. Comfortable and effective in teamwork.

Job-related skills

- Ability to find an approach to different people, held respectful negotiations and argumentation. Enjoy public speaking.
- Gained open-mindedness and tolerance through multiple cross-cultural experience. Strong leadership skills.

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Independent user

Digital competences - Self-assessment grid

- Good command of Microsoft Office™ tools. Microsoft Publisher user. Basic knowledge of HTML.
- Intermediate-level ability in SPSS.
- Working through the on-line course on R.

ADDITIONAL INFORMATION

Conferences

2017 The Industrialisation of Creativity and its Limits: Value, Self-expression and the Economy of Culture in Times of Crisis (Saint-Petersburg, Russia)

Paper: Self-Presentation And Gender Differences In Online Dating: Case Study On Tinder

2017 ICA post- conference "Current trends in Global Public Relations Industry" at the International Communication Association's 67th Annual Conference (San Diego, USA)

Paper: Addressing public in urban context: measuring communicative potential in Moscow

2016 Intellectual Leadership and Humanitarian Technologies (Moscow, Russia).

Paper: Towards communicative city: mapping communication patterns in Moscow



Curriculum vitae