



Sergey Karapetyan

Male, 27 years, born on 23 April 1991

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Reside in: Moscow

Citizenship: Russia, work permit at: Russia

Willing to relocate: Moscow, Saint Petersburg, Nizhnij Novgorod, Kazan, Other countries
, ready for business trips

Desired position and salary

International Cooperation Specialist

Government, NGOs

- Attaché

Employment: full time

Work schedule: full day

Desired travel time to work: any

Work experience — 8 years

July 2018 — till now
6 months

Национальный исследовательский университет «Высшая школа экономики»

Moscow, www.hse.ru

International Cooperation Manager

Responsibilities:

- Setting and supporting mobility programs of the Faculty of Computer Science (student exchange, internships, etc.);
- Applying for international grants and scholarships (Erasmus+, Fulbright, etc.);
- Communication with potential and ongoing international partners;
- Drafting international agreements;
- Organizing international event of the Faculty (including IDAO <http://idao.world/>);

Supporting English version of the Faculty website.

January 2017 —
July 2018
1 year 7 months

Innopolis University

university.innopolis.ru/

Acting Director for International and Academic Cooperation

- organizing work of the Office (planning activities, monitoring current tasks and reporting to the leadership);
- planning budget and submitting financial reports;
- preparing the University level Internationalization Strategy;
- searching for new academic partners;
- setting and supporting international mobility programs (exchange, internships, jointdegrees, joint supervision etc.);
- drafting applications for Erasmus+ KA1 and other international grants (for mobility and research), and giving further support to the successful projects;

- recruiting international students and visiting professors;
- communication with potential and ongoing partners;
- drafting international agreements;
- analyzing current international trends;
- working with major international rankings (including analytics and teaching other units of Innopolis University about their role in archiving higher score in key indicators);
- organizing and supporting international projects and events;
- searching for new potential initiatives;
- translating documents and news for the website.

February 2015 —
January 2017
2 years

Innopolis University

university.innopolis.ru/

Specialist for International and Academic Cooperation

- setting and supporting international mobility programs (exchange, internships, jointdegrees, joint supervision etc.);
- drafting applications for Erasmus+ KA1 and other international grants (for mobility and research), and giving further support to the successful projects;
- recruiting international students and visiting professors;
- communication with potential and ongoing partners;
- drafting international agreements;
- analyzing current international trends;
- working with major international rankings;
- organizing and supporting international projects and events;
- searching for new potential initiatives;
- translating documents and news for the website.

December 2014 —
January 2015
2 months

CARakoom Ltd

carakoom.com/

interpreter

- translating articles about cars and other related spheres,
- blogging the articles.

August 2014 —
December 2014
5 months

Au-rooms Ltd

English teacher

- Teaching staff and improving their English level

April 2010 —
October 2013
3 years 7 months

Textilshic Ltd

Regional whole-sale trade-manager

- Searched and attracted potential clients for wholesaling trade,
- Worked with customers database,
- Conducted an initial phase of negotiations, including business correspondence,
- Translated foreign documents,
- Communicated with a permanent business partner from China.

July 2010 — August
2010
2 months

Federal Migration Service

Summer internship

- Worked with applications to receive an international passport,
- Enrolled new applicants,
- Participated in cataloging old applications.

Education

Master

- 2014 **Edinburgh University UK**
School of Law, LLM International law
- 2012 **Nizhny Novgorod Lobachevsky State University (National Research University), Nizhny Novgorod**
Faculty of International Relations, Regional studies

Professional development, courses

- 2013 **Pre-masters course**
EF ILS, Cambridge, English, Academic development, International Relations, Law, Microsoft office (advanced)
- 2012 **Language course**
EF ILS, Malta, English

Tests, examinations

- 2013 **IELTS**
Cambridge ESOL Examinations, British Council, English

Key skills

Languages

Russian — native
English — I am a fluent speaker
Italian — basic knowledge
Turkish — basic knowledge

Skills

Business English Native Russian speaker international relations MS Outlook
MS PowerPoint Written Translation Итальянский язык Communication skills
Negotiation skills International Contracts Английский язык MS Excel
MS Word

Driving experience

Driver's licence category A, B

Further information

About me

A hard-working and highly motivated specialist seeking to apply obtained knowledge to a job in International sphere. Accustomed to work under pressure and easily adopted to new working environment. During the professional and academic experience developed communication skills and an ability to approach different kinds of people. Easy-learner and always opened to extend knowledge and develop skills.

- Well-versed in computers: MS Office and generally able to learn a new program quickly,
- Excellent communication skills,
- Always keen to learn new things and develop my-self,
- Academic and employer references are available on request.