

# OXANA BUDJKO

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## WORK EXPERIENCE

### **Higher School of Economics, Faculty of Economic Sciences, Head of International Office**

Feb 2015 – present

- Assists academic programs of the Faculty of Economic Sciences in marketing abroad
- Coordinates student exchange, internship program, summer programs
- Creates new exchange programs and student mobility programs
- Coordinates graduate study placement
- Promotes Faculty of Economic Sciences and HSE for Study abroad in Russia
- Attracts international students to both exchange and degree programs
- Creates alumni - current students communication and support opportunities
- Coordinates short term programs in Russia and abroad
- Maintains office website <http://economics.hse.ru/io/en>

### **Higher School of Economics, Joint HSE-NES Undergraduate Program International Mobility Consultant**

July 2014 – Jan 2015

- Coordinated student exchange, internship program, summer programs
- Created new exchange programs and student mobility programs
- Coordinated graduate study placement

### **New Economic School, International Office Deputy Director**

June 2012 – June 2014

- Coordinated student exchange, internship program, summer programs
- Maintained office website
- Created and directed publication of proposals, reports, and marketing materials
- Oversaw foreign faculty support and everyday life enrichment initiatives

### **New Economic School, International Administrator, Financial Administrator, CFO**

1994 – 2013

- Oversaw the budget process at NES
- Presented the budget to the Board of Directors
- Oversaw creation and submission of reports to sponsors, grantors, and donors
- Oversaw the cash flow forecasts and reports
- Established and oversaw the student loan program
- Oversaw travel support for the IAB and NES faculty
- Managed procurement and other services for the office
- Served as an official liaison to the foundations and other sponsors of NES

### **Embassy of the State of Israel, Press Service, Team Member**

1992 – 1994

- Provided everyday support for Press Attaché and Press Service team
- Organized the ceremony of Righteous Among the Nations Award in Lvov
- Coordinated and participated in Israeli group visits to Moscow and other FSU cities
- Organized and conducted three "Jerusalem Through a Bird's-Eye View" exhibitions in various Russian towns

## **Membership**

### **International Institute for Fine Arts Practice, Research, and Preservation**

Member of the Board of Directors, since 2019

## **EDUCATION**

### **Moscow Institute of Radio Engineering, Electronics and Automaton**

1989

(Moscow State Technical University) MIREA

Optics Research qualification granted Specialist degree, equivalent to MSc degree (6 years of training)

## **PROFESSIONAL DEVELOPMENT**

### **Yale U. & Coursera**

2020

Understanding Medical Research

### **The Wharton School, University of Pennsylvania**

2011

The CFO: Becoming a Strategic Partner program

### **JSTOR Celebration & Training Workshop**

2004

Two Day Seminar, Moscow, Russia

### **American Institute of Business and Economics (AIBEc, Moscow)**

2001

Financial Accounting, Managerial Accounting

### **The International Affairs Network, International Management Development Institute**

1995

### **Graduate School of Public and International Affairs, University of Pittsburgh**

Grant Proposal Writing and Development Strategy Workshop, Prague, Czech Republic

### **Moscow Institute of Radio Engineering, Electronics and Automaton**

1987

(Moscow State Technical University)

English Language Scientific and Technical Translation Degree

## **ADDITIONAL INFORMATION**

**Computer Skills:** MS Office, Google Apps

**Languages:** Native Russian, fluent English, basic Hebrew