

Administration



Polina Timofeeva

Preferred country or city:	Czechia
Salary:	From 1000 EUR
Sector of activity	Secretarial, clerical work, pa
Employment Type	Full time
Ready to relocate	Yes

CV content description	Administration and project management
Experience	
01.11.2019 – 01.02.2018	Baseley & Partners Corporate administrator Administration of daily corporate processes and communications. Reviewed contractual agreements. Due diligence research .
01.02.2018 – 01.12.2017	Mustard Social media manager Created content plans and maintained communication strategy for international brands (Doosan, Bobcat) to expand their social media presence on EMEA market. Monitored and reported content performance. Conducted monthly market & technology research on marketing trends to recommend and implement actions communication strategy.
01.06.2008 – 01.06.2011	Regional Department of Government Procurement Legal officer Developed regional contract templates, agreements and guidelines on procurement regulation. Provided legal advices on compliance resolutions such as contract awarding and rejection issues. Represented the Department where it was required (meetings, conferences, courts).
01.02.2019 – 01.07.2018	Tyumen Ferroalloy Plant, Limited Liability Company Assistant project manager Performed research and market analysis of various commodities, SME landscapes, technologies. Assisted in the coordination of project activities aimed to promote products abroad. Managed database of potential clients, partners and investors.