

# Andrey Markin

Project Manager & Data Analyst | Nonprofit & Education Specialist  
Making a Difference Through Data

[LinkedIn](#)  
[mark.life@pm.me](mailto:mark.life@pm.me)  
+359 878 757 776  
EU – hybrid / remote

## EXPERIENCE

### *Operations Project Manager – Helping to Leave, Prague, Czechia (remote)*

Jul 2022 - Jul 2023 (1 year)

- Improved operational efficiency by leading internal product development, including financial accounting databases, payroll system, grant reporting, aid program evaluation system, and agile budgeting standards. In total, systems process transactions of **more than 1,000,000 euros** per year.
- Overhauled the **NGO board's operations** by refining processes, introducing a project management framework, establishing efficient reporting, and facilitating board meetings.
- Improved departmental operations with an advanced project management system, leading to a 20% increase in project delivery speed.
- Led the **organizational strategy development** project, considering and integrating all stakeholders' diverse needs and perspectives.
- Coordinated the organization's management transfer project meticulously, thoroughly assessing potential operational risks to prevent any disruptions.
- Enhanced **recruitment operations**, achieving an **x8 acceleration** in application processing speed through new business processes and team management.

### *Executive Manager – Tabor School, Nairobi, Kenya*

Sep 2021 - May 2022 (9 months)

- Established and managed a tuition-free school within Nairobi Slum, **leading a multicultural team of 25 people**, developed and implemented strategic plans using Scrum team leadership methodologies.
- Managed administrative, grant, and fundraising projects to sustain the school's initiatives. Successfully **secured annual funding of \$25,000**, ensuring the continuity and growth of the project.

### *Project Manager – Charity Foundation “Children Must Live,” Sofia, Bulgaria*

Mar 2020 - May 2022 (2 years 3 months)

- Managed team operations and program initiatives at a small non-profit dedicated to aiding children in Kenya – aid program strategy development, overseeing assistance projects, and direct management of metrics.
- Executed three trips to Kenya, establishing pivotal partnerships and **launching 9 projects** aimed at aiding children in need.
- Led communication efforts with Kenyan partners, devised and implemented fundraising strategies, and handled external communications for the organization.
- Spearheaded the most significant project initiated by the organization, leading to the establishment and growth of Tabor School as a separate entity dedicated to supporting children's education and well-being.

### *IT Project Manager – Charity Foundation “One Life”*

Aug 2014 - May 2016 (1 year 10 months)

- Implemented a system for standardizing business processes based on the MediaWiki engine.
- Administered Microsoft SQL, Microsoft Exchange, and Microsoft Dynamics CRM.

## SKILLS

Project Management  
Operations Management  
**Python:** Pandas, NumPy, Matplotlib, BeautifulSoup  
**JavaScript, TypeScript**  
**SQL, Database Design**  
Google App Script  
Tableau, Excel, Sheets  
Google Data Studio  
Business Intelligence (BI)  
Business Analysis  
Management Information Systems  
Financial & Grant Reporting  
Business Process Design  
Fundraising  
NGO Management  
NGO Chart Development  
NGO Strategy Development  
Cybersecurity  
Design Thinking Method

## CERTIFICATIONS

**Data Scientist: Analytics – Professional Certification**

**High Performance Collaboration: Leadership, Teamwork, and Negotiation – Northwestern University**

**Learn JavaScript Course – Codecademy**

**Learn SQL Course – Codecademy**

**Cybersecurity for Business Course – Codecademy**

**Code Foundations Skill Path – Codecademy**

**Marketing Management, General – Qmarketing Academy**

**Principles of Macroeconomics – Northeastern University**

## EDUCATION

### **Northeastern University, Boston, USA — *English as the Second Language***

Aug 2018 – Jul 2019

Principles of Macroeconomics, ESL, Introduction to Philosophy and others

### **School of Education — *Leadership and Management in Education***

Feb 2021 – Jul 2021

Professional development program by Ian Craig, Professor at UCL Institute of Education, focusing on the management of organizational changes, establishment of a distributed horizontal leadership structure, evaluation of educational program quality, and implementation of evidence-based approaches in education.