

Ilya Ponomarev



/ EDUCATION

**NIZHNY NOVGOROD STATE LINGUISTIC UNIVERSITY
NAMED AFTER DOBROLUBOV** 2010 - 2015

M.Sc. Translation faculty. Translation

**NIZHNY NOVGOROD STATE UNIVERSITY NAMED AFTER
LOBACHEVSKY** 2010 - 2015

M.Sc. Law faculty. International law

/ WORK EXPERIENCE

SBERBANK OF RUSSIA 12/2017 - 04/2019

Lead training manager. HR-department.

- Building training programmes from scratch to execution through planning, implementation, delivery, review and outcome analysis
- Developing custom individual learning plans and producing related training material for in-house courses
- Liaising with different operational units and employees on an ongoing basis
- Assisting line managers and trainers to overcome any issues related to training as may arise from time to time
- Implementation of the mentoring functions for novice trainers
- I trained more than 3,500 people, conducted more than 400 training programs on various topics, created 8 training courses

SBERBANK OF RUSSIA 03/2017 - 12/2017

Engagement manager. HR-department.

- Development of engagement survey;
- Increased the level of engagement of employees from 50 to 75%
- Analysis and support work with the results of the engagement survey;
- Monitoring implementation of action plans to increase engagement;
- Carrying out 20 facilitation sessions to resolve conflict situations in the team.

/ CONTACTS

+ **MOB.:** +7 909 295-93-72

+ **E-MAIL:**
ponomarev.ilya.9393@gmail.com

+ **CITY:** Gharghur/Malta

/ ABOUT

Age: 26

Team leader and a team player, with the ability to work with a diverse, cross-functional team, well-versed in planning, having organizational and communications skills.

/ LANGUAGES

+ **English** ██████████

+ **French** ██████████

+ **Russian** ██████████

/ SKILLS

+ **Leadership** ██████████

+ **Organizational
skills** ██████████

+ **Getting things
done** ██████████

+ **Public speaking** ██████████

+ **Communications** ██████████

SBERBANK OF RUSSIA

11/2015 - 03/2017

Counsel. Legal department.

- Legal expertise of transactions concluded with the Banks clients, including loan agreements, pledge agreements;
- Conducting legal research on various points of law and providing consolidated legal opinions to other departments of the Bank
- Handling a portfolio of clients and assisting them in their corporate requests
- Setting up and maintaining the appropriate structures in accordance with client needs;
- Collecting the required documentation to perform the appropriate checks
- Preparing risk assessments and policies

GOSPODAR AND PARTNERS

07/2012 - 11/2015

Legal counsel.

- Assisting clients with the provision of legal assistance and advice
- Drafting and reviewing contracts on various areas of Russian law, in accordance with the needs of clients
- Providing assistance in relation to corporate governance and compliance procedures and requirements
- Representation of interests of citizens and organizations in courts, tax inspections, state bodies.
- Maintenance of claims: claims preparation, direction and monitoring of satisfaction of targeted claims;
- Conducting the claim work: preparation and subsequent filing of the claim, drafting appeals and cassation complaints;

/ ACHIEVEMENTS

HONORARY DIPLOMA FOR SECOND PLACE

2019

All-Russian competition "Training skills" (Total number of participants 140 people)

BUSINESS TRAINER OF THE YEAR

2017

The winner of the competition among the business trainers of the Nizhny Novgorod region

/ PROJECTS

EDUCATION

Personally developed and conducted specialized educational programmes for people with hearing disabilities, for children from orphanages and for difficult teenagers

SOCIAL MEDIA

Created an educational channel in which I uploaded useful content created by myself, in order to be disseminated amongst people of interest

+ MS Office

Powerpoint



Advanced skills in preparing presentations, visual advertising

/ COURSES

INTERNATIONAL COLLEGE OF BUSINESS TRAINERS

Gamification in business

/ HOBBIES

