

Valentina Mikhno

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WORK EXPERIENCE

PROJECT MANAGER/ PROGRAM COORDINATOR

September 2016 –November 2018

JUG.RU GROUP <https://jugru.org/en/>

Responsible for the coordination of technical conferences and festivals (Java, .NET, JavaScript, Mobile, QA): planning the budget with stakeholders, content creation, event promotion, vendor relations, speakers acquiring, travel support, logistics, coordinating activities on the venue. Build and maintain tight interfaces with the sales, marketing and management teams.



Achievements:

- Built strong and lasting relationships with more than 100 speakers all over the world from such companies as Google, Apple, Microsoft, Oracle, JetBrains, IBM, etc.;
- Coordinated more than 15 conferences in 2 years, with locations in St. Petersburg, Moscow, Novosibirsk, hosted more than 20000 people in total;
- Leded the launch of a new strategic project. Net Promoter Score over 20% on 70% feedback from attendees and speakers;
- Established a program department and successfully optimized/automated business processes (cooperation with IT department);
- Took part in the project of CRM-system implementation.

PERSONAL ASSISTANT TO CEO

March 2016 — August 2016

“TICKER INVEST” (Investment Company)

Administrative support to executive: maintenance of relationships with clients, meeting organization, travel support, new procedures implementation, and business correspondence.

Achievements:

- Opened Saint-Petersburg office;
- Recruited team of 20 employees;
- Launched company website;
- Negotiated favourable terms and pricing agreements with contractors for event services.

DEPUTY CEO

November 2014 — September 2015

SPORT CLUB «VOLNA» (SOGAZ Group)

Supported CEO in organization resources management, enterprise promotion to stakeholders, annual budget recommendations, and strategic plan implementation.

Achievements:

- 15% increase in tennis courts loading;
- Found the new partners for tennis competition sponsorship;
- Organized 2 tennis tournaments;
- Analysed previous years statements, which optimize the business.

Gained knowledge about real estate market, purchase process in general, primarily documentation flow and communication skills.

KEY SKILLS

- Russian (native language)
- English (C1 – Advanced)
- Spanish (B1 – Studying Process)
- MS Office (Intermediate level)
- Project Management knowledge
- Experienced Agile and Scrum
- Driving license (category B)
- Working under pressure
- Quick learner
- Good time management skills
- Communication skills
- Strong interpersonal skills
- Multitasking skills
- Able to travel

Personal references available per request.

EDUCATION

Saint Petersburg State University (SPBU)
Bachelor of Business Economics and Innovations Management

September 2011 — June 2016

Saint Petersburg State University
Masters of Business Economics and Innovations Management

September 2016 — June 2018

EXCHANGE PROGRAMS

University of Lausanne, HEC Lausanne
Lausanne, Switzerland
Business Economics

January 2017 — July 2017

Korea University, Business School
Seoul, South Korea
Business Economics

August 2015 — January 2016

Universidade de Aveiro
Aveiro, Portugal
Economics

August 2013 — July 2014

VOLUNTEER EXPERIENCE

International Student Festival
Korea university

October 2015

Event organization, presentation of Russian culture to International students.

Study Angel Program
Saint Petersburg State University

September 2012 — May 2015

Adaptation of foreign students in Saint-Petersburg, event management and buddy program

Erasmus in Schools
Universidade de Aveiro

December 2013

Presentation of Russian Federation to more than 200 students from graduating classes in Portugal