

Mariia Trapeznikova
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TECHNICAL SKILLS

Languages: Russian (native), English (C1 - CAE), German (B1).

Computer skills: experienced user of Windows OS (Excel, Word, PowerPoint, Project), Google Workspace suite (including Gmail, Google Drive, Google Docs, Sheets, and Slides), R, SQL, SPSS.

EDUCATION

European-University Viadrina, Frankfurt (Oder), Germany <i>Master of International Business Administration</i>	2023-present
Ural Federal University named after the first President of Russia B. N. Yeltsin, Yekaterinburg, Russia <i>Corporate Management: Project Management (Specialist)</i>	2005-2010

TRAINING

International Advanced Certificate in Anti Money Laundering, International Compliance Association	2022
Introduction to Software Product Management, University of Alberta (Coursera)	2019
Leadership and Team Management training, EQuator training company	2018
Time to Convince, Expert courses, Public Speaking School ORATOPIs	2018

WORK EXPERIENCE

Bondora AS, Tallinn, Estonia, www.bondora.com	03.2020 – 03.2023
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AML and Backoffice Specialist

Responsibilities:

Developing and maintaining AML and sanctions procedures (KYC, KYT, monitoring, and screening) following established standards, regulatory requirements; performing AML/CFT reviews, analysis, and risk monitoring on clients, accounts, and transaction flows.

FAKT company, Saint Petersburg, Russia www.fakt-group.ru	12.2016 – 10.2019
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Head of the Housing Construction Department

05.2018 – 10.2019

Responsibilities: developing and coordination of the department's budget including revenue plans for land lot sale and expenditure plans for construction and land surveying; management of the department team; achieving the financial goals of the department; control of project milestone performance; drafting of consolidated analytical reports (financial and economic indicators: planned/actual) including reports for the main investor; drafting and approval of the regulations and work standards for the department and the other departments.

Achievements: increased the revenue of the housing construction department from €4 million in 2017 to €5.5 million in 2018 (+38%); formed a model of consolidated reporting on all joint projects with the investor which allowed me to simplify and speed up the process of preparing reports, as well as to make the interaction between the company and the investor more transparent; increased the customer focus of the company by making significant improvements to the Employee Incentive System for Service Agency Inquiry Work; reduced the tax burden by 50% by challenging the cadastral value of land lots.

Project Manager

12.2016 – 05.2018

Responsibilities: project management including drafting the project concept (estimation of financial and economic indicators, drawing up a project schedule) and presenting it to the company's employees; systematic control of quality and project milestones; drafting of analytical reports; search, development and implementation of solutions on cost optimization and revenue improvement of projects; work with clients (through Service Agency as per regulations); presenting the project activities to the public (news updates and pictures from construction sites) with the help of Marketing Department.

Achievements: launched a project with revenues of more than €3.5 million; reduced project costs for design work by 30%.

Astra SC Yekaterinburg, Russia www.astra-sk.ru	03.2016 – 07.2016
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Project Manager

Responsibilities: selection of land lots for construction; preliminary estimation of project budget; schedule planning; control of drafting of design concept, site plan and area planning design as well as other project documentation; control of displacement, clearing the area for construction.

Achievements: prepared all relevant documentation and preliminary project budget for participation in the tender for integrated development of the territory.

RosPromEngineering CG Yekaterinburg, Russia

05.2014 — 03.2016

Head of Department of Initial Permit Documentation

09.2015 — 03.2016

Responsibilities: interaction with the State Expertise (document workflow, applications for the Expertise of results of engineering surveys, design and estimate documentation; control of execution of agreements, payments for invoices, receipt of comments, schedule for report submission, receipt of positive opinion from the Expertise) and with other authorities with regard to obtaining initial permit documentation and approvals.

Achievements: received the positive opinion of the State Expertise of design documentation and engineering surveys for the facility: "The central warehouse with a chemical and toxicological laboratory and a cold warehouse of The Regional Clinical Hospital №1 in Yekaterinburg".

Project Manager

05.2014 — 08.2015

Responsibilities: project management including scheduling of projects, performance control, drafting, maintenance and control of project budgets; initiating project meetings; maintaining of all project related information as per SC RPE regulations; organization of interaction with customers and contractors: drafting of commercial proposals including estimates for potential projects; execution of agreements; business correspondence, coordination of waybills for transfer and acceptance certificates for planning and surveying documentation; receivables management; holding tenders among potential contractors including commercial proposal inquiry, analysis of submitted proposals, provision of a consolidated table with contractors for decision-maker consideration.

Achievements: launched a project with revenues of €1 million.

OA O Ural Research Institute of Civil Engineering and Construction Yekaterinburg, Russia (www.uralnias.ru)

07.2013 — 05.2014

Precontractual Economist

Responsibilities: processing of incoming inquiries for performance of the Institute specialized works (assessment of the Institute's interest in this work, drafting of a commercial proposal together with the department directly addressed in the inquiry; receiving feedback on the submitted proposal); pre-contractual record keeping; searching for tenders for contract execution for design and survey work, completing application forms for participation in such tenders.

Achievements: organized a system of a document workflow which allowed simplifying and expediting of the process of preparing documentation for tenders.

OOO IPR Project Yekaterinburg, Russia

10.2012 — 07.2013

Project Manager

Responsibilities: receipt of source data and initial permit documentation, participation in drafting of schedules for project works, initiating project meetings, acceptance and registration of incoming technical documentation and correspondence; maintaining subcontractor and customer databases, searching for new contractors and potential customers, negotiating with them, control of contract execution, performance and payment control.

Achievements: delivered a project on time and within budget.

OOO Arti Export Arti, Russia (www.artigla.ru)

10.2011 — 10.2012

Foreign Economic Activity Specialist

Responsibilities: customs documentation coordination; registration on online sites for tenders; competition study.

Achievements: received the first batch of wire from England (raw materials for making new products).

ZAO Atomstroycomplex Corporation Yekaterinburg, Russia (www.atomsk.ru)

10.2010 — 09.2011

Project Administrator

Responsibilities: collection of construction project data from enterprise departments; entering the data of construction projects into Primavera software; taking meeting minutes; performance of assignments by the manager.

Achievements: entered all the information on the terms and budget for all construction projects into Primavera software.