

Olesya Maystrenko

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EDUCATION

- **Higher School of Economics (HSE University)** Moscow, Russia
Faculty of Economic Sciences, Research track (Minor: Data mining); GPA: 8.78/10 (Top 3%) Sep 2017 - Jun 2021
- **Maastricht University** Maastricht, Netherlands
School of Business and Economics (Exchange); GPA: 7.5/10 Sep 2019 - Dec 2019
- **Gymnasium 39 (UNESCO Associated School)** Ufa, Russia
Social and Economic Sciences; GPA: 5/5 (Gold medal) Sep 2006 - Jun 2017

EXPERIENCE

- **Higher School of Economics (HSE University)** Moscow, Russia
Special Projects Manager (International Admissions Office) Jan 2020 - Present
 - Study Tour Experience
 - Collection of applications
 - Preparation of the educational program, preparation of the schedule
 - Communication with applicants
 - Communication with faculty's coordinators
 - THE Young Universities Summit 2021
 - Communication with speakers
 - Working with documentation
 - Logistic coordination, transfer organization
 - Exploring partnership and sponsorship
 - VR-tour shooting organization
 - Global Scholarship Competition 2021
 - Coordination of promotion campaign among russian and foreign audience
 - Procurement organization
 - HSE Master's programs promotion (with SQORE company)
 - Development of the statement of work
 - Identification of programmes to promotion
 - Procurement organization
 - Communication with faculty's coordinators
- **Summer Economics School "I Love Economics"** Moscow, Russia
Project Manager (2018/2019/2020/2021 - 323/402/313/450 participants) Aug 2018 - Present
 - Coordination of organisation team - up to 15 people
 - Preparation of the financial plan
 - Negotiations with the venue, speakers and sponsors
 - Collection of applications
 - Communication with children and their parents
 - Working with documentation, conclusion of the contracts
 - Ordering the souvenir products
 - Logistic coordination, transfer organization
 - Settlement of participants
- **International Economics Olympiad (IEO)**
Managing Assistant July 2019 - Present
 - Teams coordination (Ireland and UAE teams) (2019)
 - Business Case part organization (2020)
 - Assistance in Olympiad organization (2021)
- **OZON** Moscow, Russia
Import and Export Department Intern Jun 2018 - Aug 2018
 - Analytics of the prices for imported goods
 - Communication with Chinese partners
 - Preparation of the launch of the OZON Marketplace

SKILLS

- **Languages:** Russian (Native), English (B2), Bashkir/Tatar (A2)
- **Hard skills:** Python (basic level), L^AT_EX, VBA, R, SQL, Stata, Git, Tilda, MS Office
- **Soft skills:** Quick study, Team work, Effective negotiations, Problem solving, Critical thinking

VOLUNTEERING

- Olympiad named after L.V.Kantarovich, 2019
- Forum of sustainable business "Ways to Implement UN Global Agenda 2030", 2019
- HSE University Olympiads (more than 10), 2018 and 2019
- International conference "eLearning Stakeholders and Researchers Summit", 2018
- Moscow International Education Fair, 2018
- HSE Committee for the Quality of Education, 2018

TEACHING EXPERIENCE

- Digital Literacy teaching assistant (HSE University), 2020
- Accounting teaching assistant (HSE University), 2019 and 2020
- Jury of HSE school olympiad "Vysshaya proba" (subject: economics), 2019 and 2020
- Jury of Moscow school olympiad (subject: economics), 2019
- Linear algebra teaching assistant (HSE University), 2018
- Personal math tutor for the 1st year students, 2018

ACCOMPLISHMENTS

- **Scholarship for social activities** - HSE University scholarship for active volunteering, 2018 and 2020
- **HSE University students' Olympiad** - Mathematical methods of economic analysis (prizewinner), 2020
- **Project school from Tinkoff (in collaboration with Sirius)** - design and educational practice for the creation and management of projects in the field of financial technologies (selected for the program), 2019
- **Unilever Future Leaders' League** - case-championship (Top 25%), 2019
- **Tinkoff Case Day** - problem solving contest from Tinkoff (Top-15), 2019
- **Summer Economics School "I Love Economics"** - HSE University summer school (GPA: 8/10), 2016

INTERESTS

Project management, swimming, horse-riding, travelling, machine learning