

VASSILY LAKHONIN

Almaty, Kazakhstan (Citizenship)

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SUMMARY

Desired position: Program/Portfolio Manager (Evidence & Compliance, Cross-Border) | onsite, remote

End-to-end lifecycle management | Multi-country portfolio coordination | Risk management, mitigation & compliance | Stakeholder engagement (international organizations/donors/investors, government, private sector) | Budget monitoring & vendor oversight | Ethics, cross-cultural communication, facilitation & negotiation | Russian (native), English (professional working proficiency)

EDUCATION

Master in Politics and Security (Central Asia) 2013

The Organization for Security and Cooperation in Europe (OSCE) Academy in Bishkek

Bachelor in Sociology, Dual-degree with Bard College, NY, U.S. 2012

American University of Central Asia, Bishkek, Kyrgyzstan

WORK EXPERIENCE

Regional Monitoring and Evaluation (Performance) Manager April 2023 — April 2025

DAI (U.S. Development Consulting Rep. Office in Almaty), Kazakhstan

Managed performance monitoring and reporting systems for \$14M USAID-funded regional program spanning four Central Asian countries, ensuring data integrity across 15+ local implementing partners.

- Delivered 100% on-time quarterly and annual donor reports (8 consecutive quarters) by establishing automated data collection workflows, reducing partner submission delays by 40% through proactive follow-up protocols.
- Built partner M&E capacity across 15+ organizations through regular technical seminars on M&E frameworks, data quality standards, and verification protocols increasing partner self-reported data confidence scores from 6.2/10 to 8.7/10.
- Maintained audit-ready compliance documentation (data verification logs, partner agreements, DQA checklists) supporting two USAID audits with zero findings and full approval ratings.
- Coordinated cross-functional KPI tracking with technical teams in 4 country offices and HQ, reconciling discrepancies in quarterly indicators and ensuring accurate performance narrative alignment.
- Piloted AI-assisted reporting workflows using chatbots/LLMs for initial draft generation and data cleaning, reducing report preparation time by 25% while maintaining quality control standards.

Consultant (Multiple Clients & Assignments)

April 2021 — March 2023

Delivered project coordination, program design, and facilitation services for international organizations and private-sector clients.

1) SaaS/E-Commerce Platform Launch | Oct 2021 – May 2022 |

Role: Product Launch Coordinator

- Led rollout of B2B E-Commerce platform from vendor coordination through post-launch monitoring.
- Managed sprint-based product testing cycles (2-week iterations) with development team.
- Tracked platform performance metrics (user adoption, transaction volumes, conversion rates).
- Coordinated vendor contracts and service delivery schedules to meet aggressive launch timeline.

2) Women in Transportation & Logistics Initiative | Apr – Dec 2021 | Client: CILT Kazakhstan / WiLAT |

Role: Program Design Support

- Co-designed professional development workshops targeting women in transport/logistics sector.
- Built LinkedIn community reaching 100+ members through targeted content and engagement strategy.
- Organized networking events and webinars to facilitate industry connections.

3) Youth Civic Engagement Program | Apr – Jun 2021 | Client: U.S. Consulate General, Almaty |

Role: Mentor/Facilitator

- Designed and delivered weekly hybrid sessions for cross-border youth cohort (10 participants).
- Mentored group projects through completion with structured feedback cycles and milestone tracking.

Project Management Specialist/Training Consultant

March 2019 — February 2021

DAI (U.S. Development Consulting Rep. Office in Almaty), Kazakhstan

Coordinated technical assistance portfolio across 5 Central Asian countries for USAID-funded business enabling environment program, managing concurrent project timelines, budgets, and stakeholder relationships.

- Maintained 100% on-time delivery record across 25+ project deliverables (scopes of work, assessments, training programs, compliance reports) over 24-month period through proactive risk tracking and weekly coordination calls.
- Coordinated multi-stakeholder portfolios engaging 5 implementing partners and 50+ private-sector organizations across Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan.
- Co-designed and delivered Training-of-Trainers (ToT) on business skills development, reaching 10+ trainers who subsequently trained 100+ SME beneficiaries (cascading impact model).

- Supported annual donor audits (2019, 2020) with comprehensive documentation packages (budget tracking, deliverable sign-offs, risk logs), achieving 100% pass rate with zero findings.
- Tracked project risks using structured risk registers and escalation protocols, mitigating potential delays through early intervention and stakeholder negotiation.

Researcher & Research Expertise Services

January 2014 — December 2018

Multiple Clients & Assignments (onsite & remote)

Provided research, data collection, and project support services for academic institutions, think tanks, and international organizations across multiple assignments.

- Conducted desk research, literature reviews, and fieldwork for policy-focused research projects.
- Provided data collection, translation, and database setup support for multi-country studies.
- Contributed to peer-reviewed publications and policy briefs.
- Organized international workshops and conferences (logistics, participant coordination, facilitation support).

PROFESSIONAL DEVELOPMENT

- Perplexity's AI Business Fellowship & Agents Intensive with Google (2025) – 8-week online intensive on AI tools for business workflows.
- Procurement and Cybersecurity Trainings – DAI (2023–2024).
- Project/Program Management for Development Professionals – Humentum / PM4NGOs (2019, 2022).
- Action Research, Effective Writing, Visualization and Advocacy – Central European University (CEU) School of Public Policy (2018).
- Junior Professional Officer (JPO) internship – Ministry of Foreign Affairs of Kazakhstan, Department of Multilateral Cooperation (2016).

Note: References, work samples, publications, and additional supporting materials are available upon request.