

# Administration



## Polina Timofeeva

Preferred country or city:	Czechia
Salary:	From 1000 EUR
Sector of activity	Secretarial, clerical work, pa
Employment Type	Full time
Ready to relocate	Yes

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### CV content description

Administration and project management

### Experience

01.11.2019 – 01.02.2018

#### Baseley & Partners

##### Corporate administrator

Administration of daily corporate processes and communications. Reviewed contractual agreements. Due diligence research .

01.02.2018 – 01.12.2017

#### Mustard

##### Social media manager

Created content plans and maintained communication strategy for international brands (Doosan, Bobcat) to expand their social media presence on EMEA market. Monitored and reported content performance. Conducted monthly market & technology research on marketing trends to recommend and implement actions communication strategy.

01.06.2008 – 01.06.2011

#### Regional Department of Government Procurement

##### Legal officer

Developed regional contract templates, agreements and guidelines on procurement regulation. Provided legal advices on compliance resolutions such as contract awarding and rejection issues. Represented the Department where it was required (meetings, conferences, courts).

01.02.2019 – 01.07.2018

#### Tyumen Ferroalloy Plant, Limited Liability Company

##### Assistant project manager

Performed research and market analysis of various commodities, SME landscapes, technologies. Assisted in the coordination of project activities aimed to promote products abroad. Managed database of potential clients, partners and investors.