

## Profile Summary

Varvara (she/her) is an effective multilingual non-profit leader with experience building and managing large, community-centered programs, overseeing program design, implementation, and reporting, and coordinating across a wide array of stakeholders. Experience working with city, state and foundation grants.

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## Professional Experience

**FEB 2024 – PRESENT (1 year, 10 months)**

### **Director of Statewide Service Coordination / New York Immigration Coalition, USA**

- Lead a state-wide 12 million service-provision program for vulnerable migrants.
- Manage complex relationships and coordinate work with local, city, state, and federal stakeholders.
- Coordinate service delivery through a network of over 20 subgrantees.
- Organize and execute small and large-scale virtual, hybrid, and in-person community events and legal clinics.
- Design multilevel data management pipelines to enable complex reporting and data-driven triage of needs.

**AUG 2022 – AUG 2023 (1 year)**

### **Ukrainian Service Coordinator / New York Immigration Coalition, USA**

- Coordinated New York City-wide service access for victims of war in Ukraine.
- Managed relationships and coordinated work with a wide array of local, city, state, and federal stakeholders.
- Organized and coordinated impactful community events and legal clinics.
- Collected and analyzed large amounts of data, and compiled programmatic reports.

**APR 2020 – JUL 2022 (2 years, 4 months)**

### **International Programs Associate/ Citizen Diplomacy International of Philadelphia, USA**

- Developed and managed international programs (e.g., the IVLP - U.S. Dep. of State's flagship exchange program).
- Designed and implemented an International Virtual University Exchange between Philadelphia and Egypt.
- Led team efforts for Expo 2020 Dubai outreach campaign (recruiting local performers and youth leaders).
- Supervised interns and junior staff.

**JAN 2020 – JULY 2020 (6 months)**

### **Language Training Intern / UNOG CLM Russian Language Section, Geneva, Switzerland**

- Taught Russian as a second language and developed course plans and study materials.
- Attended the 76th session of the Convention on the Elimination of All Forms of Discrimination Against Women.

**MAR 2016 – SEP 2019 (3 years, 7 months)**

### **Interpreter at Trade Fairs / Self-Employed, Germany**

Performed consecutive interpretation of business conversations and negotiations(English, German, Russian, French).

**APR 2017 – SEP 2019 (2 years, 6 months)**

### **Digital Marketing Analyst / Self-Employed, Contract with Lionbridge, Germany**

- Conducted linguistic content analysis for search engine optimization (SEO).
- Reviewed search results to improve their quality, and provided feedback and ratings.

**JAN 2015 – JUL 2016 (1 year, 7 months)**

### **Research Assistant / University of Bremen, Germany**

- Conducted statistical analysis, data collection, and other research tasks.
- Prepared presentations, proofread articles, managed stakeholders, and presented papers at conferences.

## Relevant Volunteering Experience

JUL 2023 – DEC 2024 (1 year, 4 months)

Team Navalny NY / New York City, USA

- Program management, fundraising, communication, and operations.
- Navalny Thursday – weekly protests in front of the NYC Russian General Consulate against Putin and the war.
- Letters of Freedom - events of writing letters to Russian political prisoners.
- Big rallies (300+ people).

SEP 2021 – JUL 2022 (11 months)

Middlesex County Center for Empowerment / Edison, NJ, USA

- Worked as a trained and certified Confidential Sexual Violence Advocate.
- Provided crisis intervention, and emotional support, offered service referrals, and accompanied survivors.

OCT 2018 – AUG 2019 (11 months)

Amnesty International (LGBT and Women's Rights Group) / Eichstätt, Germany

- Co-organized events, assisted in fundraising, and promoted human rights awareness.

JUL 2012 (1 month)

Eco Farm Barbote Pvt. Ltd / Ilam, Nepal

- Assisted in farm work, taught at a local school, assisted in community engagement

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## Education

JULY 2021 (4 weeks)

United Nations Information Service's Graduate Study Program / Geneva, Switzerland

UN System, Multilateralism, ICRC

OCT 2018 – JUL 2022 (3 years, 10 months, incl. an exchange semester)

Master of Arts in International Relations / University of Eichstätt-Ingolstadt, Germany

Global Governance, International Law, Globalization, Economics, Sociology.

SEP 2019 – JAN 2020 (5 months)

Exchange Semester in European Studies / University of Fribourg, Switzerland

European Law, Comparative Politics, History, Gender Studies.

OCT 2014 – AUG 2018 (3 years, 10 months, incl. an exchange semester)

Bachelor of Arts in Integrated European Studies / University of Bremen, Germany

Political Science, Sociology, European Studies, Economics, Statistics.

SEP 2016 – JAN 2017 (5 months)

Exchange Semester in Gender Studies (Master level classes) / Paris 8 University, France

Gender Anthropology, Gender Geography, Gender, and Politics.

SEP 2008 – JUN 2013 (4 years, 10 months)

Master-Equivalent in Linguistics and Translation (English, German) / Orel University, Russia

Stylistics, Phonetics, Grammar, Lexicology, Intercultural Communication, Translation Theory and Practice

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## Languages and Computer Literacy

English ★★★★★

French ★★★★★

Spanish ★★★★★

Russian ★★★★★

German ★★★★★

Ukrainian ★★★★★

Salesforce, Office 365 (Outlook, Word, Excel, Teams), Generative AI Tools, Google Workspace, Social Media, HTML, WordPress, Form Assembly, Asana/Slack, Stata, LaTeX, DonorPerfect, Legal Server, LegalServer.