


PERSONAL INFORMATION



Anastasiia Chernova

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Date of birth 3 Oct 1991

TYPE OF APPLICATION

WORK EXPERIENCE

14 Sep 2016–17 Sep 2016

Production manager

Yalta European Strategy in terms of Victor Pinchuk Foundation, Kyiv (Ukraine)

Control of the badge production, print center, badge category of the participants.

11 Jan 2016–4 Aug 2016

International Cooperation and European Integration Specialist

Ministry of Youth and Sports of Ukraine, Kyiv (Ukraine)

Implementation and follow-up measurements of the Ukraine-EU Association commitments in the field of youth policy and sport;

- Coordination of the implementation of the issues related to the operation of the international and interministerial agreements, treaties, conventions, resolutions within the Ministry's competence;
- Participation in the development and subscription of the intergovernmental and interministerial agreements;
- Occasional consecutive interpretation during high level meetings;
- Written translation performed on a daily basis;
- Monitoring the implementation of commitments with respect to intergovernmental and interagency agreements, resolutions, treaties and international documents in the field of European integration, which Ukraine has acceded to;
- Accomplishment of the preparatory work for the bilateral meetings of the Ukrainian party with the international organizations, Ministries, ngo's on cooperation between Ukraine and the European Union;
- Taking minutes during official meetings with the representatives of the Embassies, international organization representatives, public lobbyists;
- Preparation of the follow-up documents, writing down press releases, posting them on the Ministry's official website and on its Facebook page;
- Accomplishment of measurements on informing of the publicity concerning implementation of the Action Plan of the Association Agreement between Ukraine and the European Union in the field of youth policy and sport issues;
- Participation in the EU programs and training, symposiums, colloquiums within the competence of the Ministry.

1 Nov 2015–30 Nov 2015

Internship at the international cooperation department

Ministry of Youth and Sports of Ukraine, Kyiv (Ukraine)

Internship

3 Aug 2014–12 Oct 2014

Set up / production manager

Yalta European Strategy in terms of Victor Pinchuk Foundation, Kyiv (Ukraine)

- Participation in the development, updating and creation of the promotional products of the annual Yalta European Strategy conference;
- Monitoring page layout, imposing and make-up process of the Yalta European Strategy production;
- Coordination of the imposition of personal badges of the conference participants, check the spelling of the names and of speakers and participants;
- Negotiation and confirmation of the colors and font size with the senior manager;
- Monitor over the timely implementation of the work of typographers;
- Inspection and verification of locations' readiness.
- Coordination of the print center's work load on location;
- Control over the process of upgrading a badge category;
- Check the list of registered participants who have received a badge and comparison it with the list of participant manager;

May 2014 **Assistant-Interpreter to Short-term Observers**

Organization for Security and Co-operation in Europe, Kyiv (Ukraine)

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Under the supervision of the Short-term Observers (STOs), I've assisted a team consisting of two STOs in their area of observation (AoO). Being an STO Assistant-Interpreter I've had a short-term assignment with the ODIHR, of the OSCE for the period of the Presidential Elections 2014 from 23rd till 28th of May 2014. I have provided the following services in the Kyiv Region:

- Provided simultaneous interpretation from/to English to/from Ukrainian;
- Provides written translation from/to English to/from local Ukrainian of various documents on a wide range of technical topics;
- Perform interpreter's functions when needed;
- Summarizes, in English, election-related news(s);
- Monitor elections-related activities in Kyiv Region;
- Perform other duties as assigned.

Oct 2013–Apr 2014 **Delegation of the European Union to Ukraine**

European Commission, Kyiv (Ukraine)

Switchboard operation, ensuring that the switchboard is never left unattended

- Greeting and registering people entering and leaving the Delegation; serving as a professional and courteous representative of the Delegation
- Receiving hand-delivered mail, newspapers and documents
- Receiving and registering tenders
- Secretarial support to the Head of Administration:
 - managing HoA's agenda
 - delivering signataires to the HoA from the mailing room;
 - distributing HoA's out-going mail in the mailing room
- Market research for the interested non-profit organisations/schools/charitable organisations for the purposes of IT equipment donation
- Assistance in the organisation of the donation procedure
- Assistance in the IT equipment declassification procedure
- Assistance in communication with EIB on some logistical issues
- Clarification of the Delegation's needs in the sectors where purchases are planned (prices, availability, etc.)

- Market research in the sectors identified: compiling a list of possible suppliers for the Delegation
- Communication with suppliers when needed:
 - conveying reminders to submit a pro-forma invoice/invoice, data verification
- Occasional written translation of a letter in English or e-mails written in Ukrainian/Russian by suppliers
- Coping and filing of documents as required;
- Managing of current files as required (labelling of binders and separators);
- Dissemination of procurement related documentation (punctually for the time of launching a tender):
 - dissemination of prepared tender dossiers (by e-mail., fax, registered mail) to suppliers:
 - verifying address details of suppliers (changed e-mail addresses, post boxes etc in order to ensure timely delivery of tender dossiers)
- Composing and addressing envelopes; filling in registered mail cards;
- Small errands within the Administration (delivery/collection of documents, keys, business cards, etc.)

EDUCATION AND TRAINING

2013–2015 **Master of Spanish and English Philology, Literature and Translation**
Taras Shevchenko National University of Kyiv, Kyiv (Ukraine)

2009–2013 **Bachelor of Spanish and English Philology, Literature and Translation**
Taras Shevchenko National University of Kyiv, Kyiv (Ukraine)

29 May 2016–2 Jun 2016 **Symposium '(Un)Equal Europe? Responses from the youth sector'**
Youth Partnership Erasmus+ Council of Europe, Budapest (Hungary)

PERSONAL SKILLS

Mother tongue(s) Ukrainian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1
International English Language Testing System (IELTS) 7.0					
Spanish	C1	C1	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills At the 11th Yalta European Strategy Annual Meeting I have deepened my communicative competence in relation of specific diplomatic terms and expressions. Opened to others, with profound knowledge of English and Spanish languages.

Job-related skills During my educational and professional experience I acquired useful knowledge, gained experience and obtained numerous skills in the sphere of international relations, for example analytical thinking, persistence and eager learning of the new information.

ADDITIONAL INFORMATION

Honours and awards

Certifications