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| **PROFESSIONAL EXPERIENCE:****CHARITY ACTIVTIES:****ACHIEVEMENTS**: | **April 2019 – to present** **National Coordinator of school nutrition program****Social and Industrial Foodservice Institute** - coordination of the food program; - evaluation and monitoring of the program;- search and selection of short-term contractual employees;- tracking changes in government school feeding policy;- constant interaction with the Program Coordinators of other countries, PR-service and other WFP UN staff in order to successfully implement the project in the territory of Kyrgyzstan;- help network and build partnership with government, ministries and other state agencies;- representation of SIFI interests at meetings with the WFP UN and other donor organizations, representatives of Ministries and departments, at meetings of the Interdepartmental Commission;- organization of meetings with representatives of relevant Ministries and the Government of the Kyrgyz Republic with the participation of the SIFI’s board;- coordination, promotion and approval of project documents with WFP and relevant Ministries;- search and interaction with contractors: translators, bloggers, website developers, IT specialists, event agencies, production companies, furniture and equipment suppliers and others to implement the activities of the project work plan;- participation in the development of concepts, campaigns, competitions, project activities;- development of technical specifications for the implementation of project activities;- collection of information for conducting desk research at the request of the IEP in the framework of the project;- participation in the development of the program and the organization of the visit of delegations of the Kyrgyz Republic to the CIS countries for the exchange of experience.**February 2019 – to present****Expert** **Secretariat of Open Government National Forum** **-** assisting the Open Government National Forum in conducting its regular meetings, workshops, regional events and high-level conferences with state bodies, business sector and civil society;- gathering information on the National Action Plan implementation progress and assisting the OGP National Forum in monitoring the NAP implementation;- supervision of the ministries and state agencies on open government issues;- Holding regular communication with the Open Government Partnership Support Unit on the implementation of the OGP NAP;- Assisting the OGP National Forum, state bodies and civil society in preparation of reports to the OGP Support Unit;- Assessing and learning international experience on OGP**July 2018 – to present****Coordinator of the Ala-Too program****Snow Leopard Trust****-** work with the teams of Snow Leopard Trust and Snow Leopard Foundation;- coordination of the Kyrgyz Ala-Too program;**-** help network and build relationships with the Government departments, business forums etc.;- get information from various resources on green investments, agro-processing, organic agriculture, ecotourism, dairy development, handicrafts and service industry;- proposal development based on research of aforesaid sectors, to help the country in establishment and transition to green economy;- help to country profile to catalyse foreign investments and aid;- assist with business development for various non-extractive industrial sectors;- help develop and document legal and regulatory understanding of processes, laws and regulations in the country;- coordinate field surveys, spatial and statistical data and reporting;- assist with the management of the Hunting Concessions under co-management with the SLF-Kyrgyzstan;- manage tasks for other staff and positions.**December 2018 – April 2019****Manager****PU Association of dairy-cattle breeding «Kyrgyz Sut»**- writing statutory documents and regulations of association;- building partnership with international organizations and donors;- interaction with state bodies:- organization of seminars and trainings for farmers;- project development - fundraising- development of business proposals **November 2016 – April 2018****Assistant Minister of Justice of the Kyrgyz Republic** - documents review and their preparation for consideration by the Minister;- collection, analysis, systematization and generalization of documents;- work with structural, territorial, and with subordinate offices;- prompt implementation of management decisions;- conducting business negotiations - arrangement of meetings and events on all levels;- preparation of analytical documents;- control over the assignments of the minister;- drawing up a working schedule of the minister;- development of ministry and minister's yearly plan;- monitoring and evaluation the activity of the ministry with provision of daily report;- proposal, monitoring, evaluation of projects- identification of weak parts in the ministry's activity and projects, and to give suggestions on their solutions;- control over technical provision of secretariat; **September 2015 – October 2016****Chief-specialist****Industry, business and tourism department of Jaiyl distict authority** **in Chui region***Responsibilities*- to supervise the activities of industrial, business, tourism, construction, communication, electric, gas, heating sectors;- development of district plans and projects and further control on implementation;- daily collection, analysis, generalization of ongoing activities and projects in local authorities, and reporting to regional office;- proposal, evaluation, monitoring of district plans and projects, also giving recommendations for solutions;- interaction with mass media;- to supervise local authorities and targeted use of municipal properties;- work with appeals;- to prepare analytical documents.**January 2015 – August 2015:** **Specialist and press-secretary at the department of municipal property****Kara-Balta Mayor’s Office***Responsibilities:*- work with letters and correspondence;- interaction with local press;- to find and transfer ownerless lands to the municipal property;- proposal, monitoring and evaluation of projects;- participation at lawsuits regarding ownerless lands;- detection of illegally built constructions and owned lands;- to represent interests of citizens within department; - to inform the residents regarding the department activity; - member of municipal tender commission;- preparation of analytical documents and materials for meetings;- monitoring of targeted use of municipal property by renters.**November 2013 – October 2014 Military Service in the Kyrgyz army*** Graduated with the rank of lieutenant

**June 2013 – October 2013:****Assistant attorney** **Law Consulting Company, Kara-Balta, Celinnaya str., 56***Responsibilities :** analysis and assessment of incoming documents;
* translation of documents from English to Russian;
* preliminary talk with the company’s customers
* preparation of draft pleadings, objections, motions, appeals, cassational appeals, supervisory appeals;
* preparation of drafts for attorney requests;
* codification and systemization of existing legislations and maintaining control copies of normative legal acts.
* work with the legal basis «Toktom»;
* participation in litigations by proxy;
* consultation of customers on behalf of lawyers.

**January 2013 - April 2013:****Intern at local authority****Kyzyl-Dyikan local authority of Jaiyl district, Chui region***Responsibilities:** participation in local, district meetings;
* work with local residents;
* work with correspondence;
* monitoring and evaluation of local projects and plans;

**June 2012 – August 2012:** **Intern at International non-governmental organization****Freedom House, Bishkek, Abdrahmanova str., 204.***Responsibilities:** conducted the research jointly with experts from NGOs regarding the situation in Kyrgyzstan on torture issues, detainees in prisons and detention centers, discrimination of women’s rights, protection the rights of human rights activists;
* translated from English to Russian and vice versa;
* participated in meetings jointly with NGO experts, human right activists, representatives of the government and the parliament of the Kyrgyz Republic, also ombudsman apparatus;
* assisted to experts of Freedom House in preparation of preliminary quarterly report to the head;
* posted publications, articles, and public feedbacks about company on internet;
* took part in the work of experts in creation of the center on torture prevention jointly with the parliament and the government of the Kyrgyz Republic, and ombudsman apparatus;
* performed work assignments of Freedom House experts;
* performed courier work.

**May 2011 – September 2011:** **Participant of international exchange program «Work&Travel» in the USA, Tennessee, Nashville.** **February 2010 - March 2010:****Intern at international department****The Parliament of the Kyrgyz Republic***Responsibilities:** provided technical and office support to the department specialists, filed and copied documents.;
* translated official letters from English to Russian and vice versa;
* participated in parliamentary meetings, thereafter informed department employees about raised questions and issues in meetings.;
* preparation of parliamentary chamber for meetings;

**June 2007 – December 2009** **Consultant-distributor****Cosmetic company «Oriflame»** *Responsibilities:** promoted products of the company on the local market;
* attracted about 20 new members;
* conducted product presentations.

**September 2009 – December 2010:** **Member at «Rotaract»** **International Youth Charity Organization** *Responsibilities:** proposal, monitoring and evaluation of charity projects;
* provided free English courses to children with physical disabilities at «Umut» orphanage;
* conducted visits to orphanage in Belovodsk with humanitarian aid, organized charity concerts;
* raised $1500 during charity project, and donated it to needy orphans.

**January 2009 – March 2013****Co-founder****«Let’s Dance»** **Purpose of organization:** development of non-classical dance culture in Kyrgyzstan, and involvement of young generation to a healthy lifestyle through dancing. *Responsibilities:** promotion of the studio;
* proposal, monitoring and evaluation of projects
* taught «Popping» (dancing style);
* organization of performances, concerts and battles;
* budget planning and calculation.
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| **EDUCATION:****CONFERENCES:** | **2015 – 2018 – Kyrgyz National University of Yusuf Balasaghuni****Degree:** Bachelor**Major:** Jurisprudence (civil law);**2009 - 2013 - American University of Central Asia, Bishkek (Kyrgyzstan)****Degree:** Bachelor**Major:** International and Comparative Politics**;**May 2019 – Open Government Partnership Global Summit (Ottawa, Canada) March 2018 – Personal Property Securities Register Financial Infrastructure Meetings (Sydney, Australia);October 2017 – The fifth meeting of the Ministers of Justice of the Shanghai Cooperation Organization (Tashkent, Uzbekistan);October 2017 – The twelfth Council of Ministers of Justice of the member states of the Commonwealth of Independent States (Yerevan, Armenia); May 2017 – Conference in secured transactions sphere: progress and issues (Baku, Azerbaijan);April 2016 - Conference on construction, planning and management of industrial parks for Asian states (Shanghai, Beijing and Tianjin).  |
| **FOREIGN LANGUAGES:** | Russian, English - fluent, Kyrgyz – native |
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