

PERSONAL INFORMATION

Name: Olga Kulinchenko

Date of birth: 09.07.1985

Region: Voronezh, Russia



WORKING EXPERIENCE

International Educational Center of Voronezh Institute of High Technologies Head of the International Educational Center
Voronezh, Russia
09/2020- till present
<https://www.vivt.ru/>

Job duties

- forms the regulatory framework for working with international students;
- works on the advancement of educational programs of VIHT abroad to attract international interns, students, and graduate students to study at VIHT on a contract basis;
- is responsible for communication with existing and potential international partners;
- prepares the necessary source documents and materials for contracts with foreign partners;
- updates data in the VIHT profile in the ranking systems: QS Core, Times Higher Education (THE);
- analyzes proposals or projects and conditions for Russian universities of the European Commission (Erasmus +, JeanMonnet, Horizon 2020);
- prepares reports at the request of the Ministry of Education, Science and Youth Policy, the Ministry of Education of the Russian Federation, and other regulatory organizations;
- develops programs for international students adaptation: learning in a new cultural environment, Russian educational system, the language of communication;
- implementation of the consular and visa function: issuing invitations and providing visa support for international students of VIHT;
- interaction with institutions of the Main Directorate of the Ministry of Internal

Academic Center for Oral History of Voronezh Institute of High Technologies Voronezh, Russia
05/2017- 08/2020
Specialist of the Academic Center for Oral History
<http://historyvoice.ru/>

Voronezh Institute of High Technologies
Assistant Vice Rector for International Relations
<https://www.vivt.ru/>

Voronezh, Russia
07/2014-05/2017

In 2017 There were changes in the structure of VIVT, and REC UI VIVT became an independent unit, leaving the International Educational Center. Job duties in both positions are similar.

Job duties

- execution of protocol and representative functions: organization of receptions, negotiations, seminars and conferences within the framework of existing agreements, agreements implemented by international and regional projects;
- financial planning of the Academic Center`s operations and international projects of the Center and the Institute, preparation of project income and expenditure budget in Russian and English;
- informing, advising and providing technical assistance to teachers, staff, students and graduate students in the framework of the international activities of the institute;
- interpretation and written translation in a pair of Russian-English;
- conducting relevant advertising and information sections on the website of the Center for Oral History and VIHT, working with social media;
- work on filling the previous version of the Center for Oral history website;
- work with the online archive "Forced Labor 1939-1945. Memories and History " in the form of registration of Russian-speaking users, inquiries from descendants of WWII victims processing, analytics;
- work with foundations and international institutions for the implementation of the project activities of the Center for Oral History and international scientific exchange;
- organization of educational tourism at the places of memory in the region, Russia and abroad (Russia-Austria, Russia -Republic of Poland);
- conduction of cultural events, exhibitions, discussions, round tables, etc., related to oral history, in Voronezh and region;
- work with educational institutions of the city of Voronezh in the framework of

Center for Education and Career Abroad "Alternative"

Specialist on education abroad

<https://alt-center.ru/>

Voronezh, Russia

12/2012-06/2014

Job duties

- work with individuals and legal entities;
- support of contacts with existing partners in the field of education, as well as the search for new partners (work with the client base);
- selection and registration in training programs for foreign languages;
- counseling in the field of secondary and higher education, as well as work programs abroad;
- financial support of executed transactions.

An expert in the field of short-term, long-term, as well as specialized language programs

Credit Europe Bank

Customer Service Specialist

<https://www.crediteurope.ru/>

Voronezh, Russia

09/2011-10/2012

Job duties

- serving individual customers: business development, obtaining loans and bank cards, car loans;
- selling additional banking products, advising clients, processing complaints and claims, accepting payments, working with bank documents;
- transfers without opening an account using Western Union system.

PJSC Promsvyazbank

Customer Manager

<https://www.psbank.ru/Bank>

Voronezh, Russia

09/2008-08/2010

Job duties

- individuals: registration of bank cards, deposits, loans, sale of additional banking products;
- legal entities: search of new customers;
- business development;
- selling of banking services for legal entities;
- reporting on the performance of the unit

Voronezh State Pedagogical University
Methodologist of the teaching department
<http://www.vspu.ac.ru/>

Воронеж, Россия
09/2007-07/2008

Job duties

- organization and coordination of the teaching practice of students in secondary schools and institutions of further education;
- preparation of the members of the pedagogical team for work in children's health camps, training in working with a diverse audience of children;
- summer programs development;
- maintaining a database of students sent to the practice.

EDUCATION AND ADDITIONAL PROFESSIONAL TRAINING

POSTGRADUATE COURSES AND SEMINARS

Bergen-Belsen International Summer School "Transnational Memory. Connecting Local and Global Perspectives on the Holocaust" Bergen-Belsen memorial, Germany, August, 2019

International Winter School for Educators "Nazi Forced Labor: History and Aftermath. Organized by Nazi Forced Labor Documentation Centre (DZNSZA) / International Tracing Service (ITS) Berlin, Germany February, 2017

Academic Seminar "Auschwitz – History and Symbolic" at the Auschwitz-Birkenau State Museum Auschwitz-Birkenau State Museum, Oświęcim, Republic of Poland 07/2012, 09/2016

Certificate of further training in the pedagogy of the dialogue of cultures and multicultural education in the process of the formation of the Russian and civilizational and cultural identity. Center and Foundation Holocaust and the Federal State Autonomous Educational institution of further professional education "Academy of advanced training and professional retraining of educators" Moscow, Russia 07/2016

English language learning

Mississauga, Canada
09/2010-07/2011

Voronezh State Pedagogical University

Specialist Degree in
History. Social pedagogy.
09/2002-07/2007

Diploma of further
additions to higher
education in the English
language,
Voronezh, Russia.
11/2003-07/2007

Municipal budgetary general education institution Educational complex #1 Voronezh, Russia
2002

TEACHING EXPERIENCE

Coordinator of the School Historical Club “We and Our Past” Voronezh, Russia
2016-till present

-planning and implementation of the club’s curriculum

PERSONAL SKILLS AND COMPETENCES

Have experience with banking programs (to support operations using bank cards, opening and closing accounts and deposits, processing consumer loans, car loans);

-work with CRM systems Megaplan and Bitrix 24;

-experience in preparing material for website;

-know-how to work with Adobe Photoshop Lightroom;

Confident at preparing and conducting regional and international events: scientific and practical seminars, guest lectures, sports competitions

(including business correspondence and telephone conversations with Russian and foreign partners, event

COMPUTER SKILLS

Advanced user

Work with Microsoft Office programs

MOTHER TONGUE

Russian

OTHER LANGUAGE

English

HOBBIES

Sports hobbies: tennis, short tennis, trekking, and swimming.
Interest in psychological literature.
Interest in photography

ADDITIONAL INFORMATION, RESEARCH INTERESTS

Participation in the organization of the International Summit dedicated to the prevention of domestic and family violence during the COVID-19 pandemic. (Search, selection and training of Russian speakers, search for specialists and the organization of simultaneous translation in a pair of Russian-English)

<https://allianceeventhub.org/>

Award of the Auschwitz-Birkenau State Museum "If not for Those Ten ...", awarded to volunteers, coordinators of volunteer work at the Museum.

<http://auschwitz.org/en/museum/news/volunteers-of-the-memorial-honoured-awards-if-not-for-those-ten-,1368.html>

Work as part of an international working group on interaction with the descendants of survivors with the assistance of the Federal Association Information and Assistance for Survivors of Nazi Persecution.

<https://www.nsberatung.de/index.php/de/arbeitsgruppen>

Coordinator of the International volunteer program at the Auschwitz-Birkenau State Museum on the Russian side.

<http://auschwitz.org/en/volunteers/>

Coordinator of the "Auschwitz-History and Symbolic" seminar on the Russian partnership with the Auschwitz-Birkenau State Museum.

<http://auschwitz.org/en/volunteers/>

Member of the international project team on the creation of the online educational platform "Learning with Interviews. Forced labor 1939-1945"

<https://obuchenie-na-osnove-intervyyu.org/>

Member of the international project on "Dissemination of the online archive Labor 1939-1945. Memories and History" and the related online platform in Russian

<https://obuchenie-na-osnove-intervyyu.org/>

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