

# Evgeniya Dolina

<http://evgeniyadolina.com/>

MOSCOW, RUSSIA

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## Key Skills

Coordinating

Producing

Multimedia

Reporting

Interviewing

Broadcast  
journalism

Proofreading/  
Editing

Research &  
Fact-Checking

Filming

Video editing

Copywriting

Newswriting

## Languages:

### English:

fluent

### Russian:

native

### Japanese:

conversational

### Spanish:

conversational

### French:

basic

## Summary

- Dedicated media professional with a diverse background in communications, media and event operation
- Coordinator at several global events such as FIFA World Cup 2018, Asian Games 2017; worked at two Olympics
- Speaker of four languages
- Proven track record of successful work in the deadline-intensive, 24x7 newsroom environment and international organisations including NGOs
- Adept storyteller with a passion for all kinds of news, features and events
- MA in Television journalism at Goldsmiths University, London

## Professional experience

### Creative Editor

#### Movavi

#### November 2019 - present moment

- Defining the new strategy for the company blog in both ENG and RU languages
- Producing monthly content plans, brainstorming and introducing content ideas
- Shaping the content: defining the tone of voice and engaging formats
- Overseeing authors: giving out instructions, setting deadlines, editing and proofreading articles; writing my own articles

### Communications Specialist

#### Health & Help – International Charity Organisation

#### June 2020 - Present moment

- Providing information and interviews for the media on request
- Producing content for the social media accounts of the project
- Overseeing media volunteers: giving out tasks and proofreading their writing
- Currently in control over the development of the new website

### Project coordinator

#### NHK Moscow Bureau

#### February 2018 - November 2019

- Successfully managed the production of numerous documentaries and programmes broadcast on the Japanese National Television
- Coordinating projects at production department of the Moscow office
- Researching stories, characters and locations
- Organising logistics for filming crews (accommodation, transportation, etc)
- Coordinating 8K television crew at FIFA World Cup 2018 & Confederation Cup 2017
- Arranging interviews, accreditations and permissions
- Liaising with government authorities
- On-site support in all aspects including Japanese/Russian/English translation

<b>Technology Summary</b>	<b>Production Coordinator at 5th Asian Indoor and Martial Arts Games</b> <b><u>Progress Productions</u></b>
Windows & Mac OS Platforms	<b>August 2017 - September 2017</b>
MS Office (Word, Excel, PowerPoint) iWork (Pages, Key Note, Numbers)	<ul style="list-style-type: none"> <li>• Providing communication with the executive committee and Turkmen government representatives: composing documents, liaising and interpreting</li> <li>• Venue management: control over all technical, logistical and other issues within the arena, overseeing sports presentation and medal ceremonies, organising workflow for volunteers</li> </ul>
Editing Software (Avid, Adobe Premiere, Adobe Photoshop)	<b>News Reporter</b>
Wordpress	<b><u>Russian National Sports Channel «Match TV» (former «Russia-2»)</u></b>
DSLR, JVC	<b>April 2015 - September 2016</b>
Hootsuite	- Reporter at News department: coverage of various sports events
HTML/CSS	<b>News editor</b>
Google Analytics	<b><u>VGTRK, vesti.ru</u></b>
Jira/Trello/Slack	<b>June 2015 - October 2015</b>
<b>International certificates:</b>	<ul style="list-style-type: none"> <li>• Writing news for 'Vesti.ru' website</li> </ul>
Certificate of Proficiency in English (CPE)	<b>Production Assistant at Sochi 2014 Olympics</b>
<b>References:</b>	<b><u>Olympic Broadcasting Services, ONC</u></b>
On request	<b>January 2014 - March 2014</b>
<b>Driving License:</b>	<ul style="list-style-type: none"> <li>• Assisting in the shooting and production process of the 'Making of' film</li> <li>• Logging and archiving</li> </ul>
Cars Motorcycles	<hr/> <b>Internships &amp; volunteering</b>
	<b>Journalist</b>
	<b><u>The Times</u></b>
	<b>May 2017</b>
	<ul style="list-style-type: none"> <li>• Writing articles; researching and compressing sports data into panels and lists</li> </ul>
	<b>Sports Media Volunteer at Rio 2016 Olympics</b>
	<b><u>Rio 2016</u></b>
	<b>August 2016</b>
	<ul style="list-style-type: none"> <li>• Working at the press desk at Main Press Center of the Olympics</li> </ul>
	<b>Press &amp; Events volunteer</b>
	<b><u>National Research University Higher School of Economics</u></b>
	<b>October 2012 - November 2015</b>
	<ul style="list-style-type: none"> <li>• Providing video reports from the International Annual Academic Conferences</li> <li>• Organising major university events for students</li> </ul>
	<hr/> <b>Education:</b>
	<b>Bachelor of Journalism</b>
	<b>Higher School of Economics, Moscow</b>
	<b>September 2012-July 2016</b>
	<b>MA Television Journalism</b>
	<b>Goldsmiths University, London</b>
	<b>September 2016 - September 2017</b>
	<ul style="list-style-type: none"> <li>• Writing articles, filming news packages, presenting weekly news bulletins for the local news website East London Lines</li> </ul>
	<b><u>Dissertation documentary "Olympians on board"</u></b>