

Evgeniya Dolina

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[Linkedin Profile](#)

Key Skills

Coordinating/
Producing

Content
marketing

Interviewing

Broadcast
journalism

Proofreading/
Editing

Research/
Fact-Checking

Filming/
Video editing

Editorial
Management

Copywriting

Languages:

English:

fluent

Russian:

native

Japanese:

conversational

Spanish:

conversational

French:

basic

Summary

- Dedicated media professional with over six years of experience in communications, media and sports 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

Professional experience

Creative Editor

Movavi – multinational IT company

November 2019 - present moment

- Defined the new strategy for the company blog in both English and Russian
- Increased retention & sales by introducing new engaging formats
- Brought in expert content and UGC
- Compiling monthly content plans with SEO specialists, hosting creative brainstorming sessions and developing communications with product marketing managers
- Managing daily editorial processes: giving out tasks, setting deadlines, editing and proofreading articles; writing my own articles

Content Team Lead

Health & Help - international charity organisation

June 2020 - present moment

- Organized a new copywriting department from scratch
- Recruited and trained 7 volunteer copywriters and proofreaders
- Launched successful social media campaigns raising up to \$1000 per week
- Overseeing the production of our social media content: preparing monthly content plans, giving out tasks, proofreading and giving feedback
- Developing partnerships with commercial brands and other NGOs
- Producing monthly newsletters and reports
- Working closely with the PR department to amplify our media exposure

Project coordinator

NHK Moscow Bureau

February 2018 - November 2019

- Successfully managed the production of numerous documentaries and programmes broadcast on the Japanese National Television
- Coordinated projects at production department of the Moscow office
- Researched stories, characters and locations
- Organised logistics for filming crews (accommodation, transportation, etc)
- Coordinated 8K television crew at FIFA World Cup 2018 & Confederation Cup 2017
- Arranged interviews, accreditations and permissions; liaised with government authorities

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