



Evgeniya Dolina

Head of Content & Communications

I create empowering content for brands and organisations that strive to make a difference, as I see my mission in helping great ideas change this world for the better. My career path has led me through various experiences and milestones, from working as a broadcast journalist on national TV to building an editorial team for an international charity NGO.



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SKILLS

- Coordinating
- Producing
- Project Management
- Team Management
- Content Strategy
- Video editing
- Scriptwriting
- Proofreading/Editing
- Copywriting
- Branding
- Interviewing
- Campaign Management
- Storytelling
- Content Marketing
- Social Media

TECHNICAL SKILLS

- Adobe Premiere
- Jira / Trello / Slack
- Wordpress
- Hootsuite
- Semrush

WORK EXPERIENCE

Head of Communications

MediXSpace B.V.

03/2021 - Present

MedTech startup focused on digital solutions for cancer care

Achievements/Tasks

- - Designed the visual prototype for the company's website and provided written copies for all pages
- - Supervised the creation of company merchandise: created slogans and design descriptions
- - Developed the concept, the storyboard and the script for the official video of the brand
- - Coordinating the process of applying, pitching and participating in major tech events, such as Web Summit and HIMSS; presenting company projects onsite
- - Liaising with potential partners and investors
- - Managing the social media of the brand

Content Team Lead (Volunteer)

Health & Help

06/2020 - Present

International Charity Organisation

Achievements/Tasks

- Organized a new copywriting department from scratch
- Recruited and trained 10+ 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
- Working closely with the PR department to amplify our media exposure
- Hosting creative workshops, onboarding sessions and 1:1's for team members

Contact : CEO Viktoriya Valikova - viktoriya.valikova@gmail.com

Resource Coordinator at Tokyo 2020 Olympics

Olympic Broadcasting Services

07/2021 - 08/2021

Official broadcaster of the Olympics

Achievements/Tasks

- Appointed on a month-long contract at the postponed Tokyo Olympics
- Managed the workflow for a team of 26 segment reporters and 26 video editors
- Matched and assigned editors, edit suites and filming equipment for field crews
- Solved internal conflicts and ensured all production deadlines were met

Contact : Nicola Jane Will - nickywill@cwgsy.net

LANGUAGES

English
Native or Bilingual Proficiency

Russian
Native or Bilingual Proficiency

Spanish
Limited Working Proficiency

Japanese
Limited Working Proficiency

PUBLICATIONS

Full-Cycle Production

OneXCare Video [↗](#)
2022

Website Copy & Outline

MediXSpace.io [↗](#)
2021

Video Script

**MediXSpace Animated
Product Presentation** [↗](#)
2021

Christmas Campaign

Secret Santa [↗](#)
2021

Posts

Movavi Blog [↗](#)
2020

EDUCATION

**MA Television
Journalism**
Goldsmiths University

09/2016 - 09/2017

London, UK

Courses

- Diploma Documentary:
[Olympians on Board](#)

WORK EXPERIENCE

Creative Editor
Movavi Inc

07/2019 - 03/2021

An international IT company that produces software for video and photo editing.

Achievements/Tasks

- Defined the new strategy for the company blog Movavi.io
- Increased retention & sales by introducing new engaging formats
- Brought in expert content, UGC and interviews with Movavi users
- 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

Contact : Nathalie Bogorad - nbogorad@movavi.com

Project coordinator
NHK Moscow Bureau

02/2018 - 11/2019

NHK CORPORATE is Japan's only public broadcaster

Achievements/Tasks

- Successfully managed the production of numerous documentaries and programmes broadcast on the Japanese National Television
- Coordinated projects at the production department of the Moscow office
- Organized 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
- Provided on-site support in all aspects including Japanese/Russian/English translation

Contact : Chief Executive Producer Ishizuka Hiroo - moscow.kp@gmail.com

Production Coordinator
5th Asian Indoor and Martial Arts Games | Progress Productions [↗](#)

08/2017 - 09/2017

British production company providing sports presentation at the Games in Turkmenistan

Achievements/Tasks

- 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, organizing workflow for volunteers

News Reporter
Match TV [↗](#)

08/2017 - 09/2017

National Sports Channel

Achievements/Tasks

- Covered numerous international and domestic sports events in news features

Junior Content Producer (Intern)
Engage Digital Partners [↗](#)

10/2017 - 11/2017

London-based digital production company

Achievements/Tasks

- Brainstormed ideas for content across various distribution platforms
- Wrote scripts, assisted in filming and editing