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No visa sponsorship required

Nina Stawski

Summary

Technically savvy Project Manager with background in Media and Web Design/Development fields. Have a passion for UX/UI design and making products better and easier to use.

Skills

MS Project, MS Office; Merlin, iWork. Fluent in many operating systems, i.e. Windows, Mac OS X, FreeBSD, various Linux distributions. Familiar with Adobe products: Photoshop, Acrobat, Flash, Premiere. Have experience with HTML / CSS, JavaScript, PHP, Python; Apache HTTP, Tomcat.

Experience

2010—current Volunteer in One Laptop Per Child San Francisco Community

One Laptop Per Child is a non-profit organization offering an inexpensive laptop designed for children in developing countries. OLPC's mission is to empower the world's poorest children through education.

Volunteering for San Francisco branch of OLPC community. Running most of monthly meetings since the beginning of 2011. Email support of end-users of XO, a laptop designed and distributed by OLPC to assist educational programs in poor countries. Helping with testing and development of some activities for XO.

- Helped organize volunteers for 2010 summit preparation;
- Organized the note-taking process for the summit.

2010 Freelancer

Managed a distributed offshore team.

- Successfully delivered and implemented website for a Europe art-group;
- Successfully delivered visuals and handout materials design for a cloud computing company.

2008-2009 Project Manager, Magic Web Solutions, Saratov, Russia

Magic Web Solutions is a UK-based web development company with engineering center in Saratov, Russia.

Managed a development team, freelancers and off-site suppliers. Supported sales process: lead generation, pre-sales. Handled price negotiations and expediting invoices. Handled communications with customers. Resolved escalations.

- Built a recruiting process from scratch. Documented the process and trained the staff so they can follow the process themselves;
Result: tech leads and developers spent less time on searching/interviewing people and more time on the projects. Productivity on the projects increased;
- Built the first and second lines of tech support for clients overseas (London, UK);
Result: improved overall customer satisfaction. Clients could get support and bugfixes fast and be confident in results;
- Took over the management of a few long-term projects (support and new features implementation mostly), plus accounting and financial questions on these;
Result: resolved conflicts between IT and tech lead, improved customer satisfaction, increased productivity on the projects.

2006-2008 HR Manager, Mirantis, Inc., Saratov, Russia

Mirantis, Inc. is an international offshore development company with headquarters in Bay Area, CA and engineering centers in St. Petersburg, Moscow and Saratov, Russia.

Searched and interviewed IT specialists for the company; oriented new hires, facilitated performance reviews. Worked with recruiting agencies. Published job openings and promoted the company amongst Saratov IT specialists.

- Built a recruiting process in Saratov branch of the company;
- 2.5 times increased the size of the branch (I was the 20th employee, hired 30 more people);
- Started and managed the advertising campaign of the company for potential employees (got 20% more calls based on the ad we published);
- Managed the process of getting new potential hires amongst Saratov State University students, winners of various programming contests. As a result, hired 5 out of 20 best students as juniors on the projects.

2005 Newspaper Desktop Publisher, Bogatey, Saratov, Russia

Bogatey is a local full-color weekly newspaper.

Managed a pre-press production process starting from initial gathering of materials from journalists and advertisement department up to printing the newspaper in typography. Maintained and regularly updated a newspaper website. Wrote articles and published photos occasionally.

- Justified and got budget approval for the desktop publishing hardware upgrade;
- Defined and implemented a collaboration workflow between editors, correctors, advertisement department and pre-press;

2003-2005 Web Designer, Saratov State University

Saratov State University is one of the top federal colleges housing about 18000 students annually.

Digital image processing, web design. Tech support. Company website maintenance. Communications with other branches, writing articles for the site.

- Supported and regularly updated the university website;
- Built relationships with other university branches to support regular news flow for the website.

2002-2006 Journalist

TV Reporter, Vesti-Norilsk, Norilsk, Russia

Vesti-Norilsk is a local branch of a federal news program, Vesti.

- Built relationships with local news agencies and organizations to be on track of the city events;
- Interviewed people, researched information, wrote programming scripts;
- Edited video for the news using linear post-production process.

Radio Newsmaker, Moscow Echo in Saratov, Russia

Moscow Echo in Saratov is a local branch of a federal radio station.

- Gathered information, interviewed people on air.

Newspaper Reporter, Saratov Panorama Newspaper, Saratov, Russia

Saratov Panorama is a weekly newspaper reflecting social and political situation in Saratov and Saratov Area.

- Gathered information about upcoming events in Saratov and area;
- Did background research on events, planned and conducted interviews;
- Wrote articles; took and published photos for the newspaper.

News Agency Reporter, PIA Novosti, Saratov, Russia

PIA Novosti is a Regional news agency with a weekly almanac.

- Built relationships with local news agencies and organizations;
- Interviewed people, researched information for the articles;

Education

2002-2007 Masters in Journalism, International Journalism
Department of Journalism, Saratov State University, Saratov, Russia

2007-2010 Masters in Psychology (pending)
Department of Psychology, Saratov State University, Saratov, Russia
Took courses in Human-Computer Interaction, Cognitive Psychology, Engineering Psychology, and many others.

References

Available upon request.