Polina Sergeyevna Meshcheryakova

Date of birth: July 8, 1995

Place of residence: Russia, Moscow

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**EDUCATION:**

September 2012 – June 2016

MGIMO (Moscow State Institute of International Relations, Faculty of Political Science (International Relations Division); **Bachelor’s Degree in International Relations**

September 2016 (admitted)

MGIMO (Moscow State Institute of International Relations, Faculty of International Relations (Diplomacy and Diplomatic Service); **Master’s Degree in International Relations – enrolled**

**Languages**: Russian (Mother tongue), English (Advanced), French (C1), Kazakh (Beginner), willing to learn Spanish.

**WORK EXPERIENCE:**

* **Producer, then Editor-Consultant, English Department; The Voice of Russia radio** **(now Radio Sputnik)**: July 2013 – December 2014;
* **Editor, English Department; Sputnik News Agency (Rossiya Segodnya news agency)**: January – June 2015
* **Assistant to Security Expert; Organization for Security and Cooperation in Europe (OSCE), Office for Democratic Institutions and Human Rights, Election Observation Mission to the Russian Federation for the Parliamentary elections**: August 2016 – September 2016

1. Producer, Editor-Consultant at the Voice of Russia radio (now Radio Sputnik); English Department

Responsibilities:

* Reading news in Russian, English and French on the daily basis
* Attending briefings twice a day
* Сommunicating with eminent experts from all over the world and inviting them to speak on the air on various topics: politics, economy, ecology, culture and etc.
* Recording interviews in English
* Working in a team and communicating with colleagues
* Writing transcripts of the interviews and news texts based on them for the website
* Using recording programs and Microsoft Office

Achievements:

* Hired after completing a one-month internship
* Promoted to Editor-consultant
* Gained experience in communicating with eminent officials like American congressmen and politicians
* Developed organizational skills and ability to work in a short time
* Composed and extended personal data base of experts
* Enlarged the number of permanent contributors to the radio programs
* Improved oral and writing English skills

1. Editor at Sputnik News Agency (Rossiya Segodnya news agency); English Department

Responsibilities:

* Reading news in Russian, English and French on the daily basis
* Communicating with Editor-in-Chief, getting in touch with correspondents, working with colleagues in the office
* Using editorial programs, news feed, Microsoft Office
* Writing news on a variety of topics: ecological, political, economic, military issues, etc
* Publishing articles in English on the website

Achievements:

* Improved writing English skills
* Got a pay rise in two months
* Produced news articles in every 40 minutes
* Got a full understanding of the way of writing news
* Established a connection between correspondents and the office
* Attended professional trainings

1. Assistant to Security Expert; OSCE/ODIHR, Election Observation Mission to the Russian Federation for the 18 September 2016 State Duma elections

Responsible for:

* Analysing and collecting security-related news (in English, Russian)
* Cooperating with Security Expert on the daily basis
* Assisting Security Expert with calls and emails in his absence
* Advising Short-Term and Long-Term Observers’, deployed in different parts of Russia on any security inquiries (legal assistance, journey management, incidents, accidents and etc) and following them up

**ADDITIONAL INFORMATION:**

As assessed by the Head of the office, I am a responsible and highly motivated person with good teamwork qualities and knowledge of English. Able to perform tasks in short notice and work under minimum supervision. Always interested in something new, planning on learning the Spanish language, as well as obtaining Master’s degree. Fond of swimming and tennis.