



Elena Smirnova

Date of birth: 01/10/1984 | **Nationality:** Austrian | **Email address:** smirnova@wiiw.ac.at |

Address: Rahlgasse 3, 1060, Vienna, Austria (Work)

WORK EXPERIENCE

10/2024 – CURRENT Vienna, Austria

PROJECT MANAGER THE VIENNA INSTITUTE FOR INTERNATIONAL ECONOMIC STUDIES

- Identification and acquisition of funding opportunities for international and national research projects.
- Coordination of the proposal phase, managing timelines, and crafting well-structured submissions.
- Project management with efficient planning, implementation, and evaluation.
- Organizing and coordinating high-profile workshops, conferences, and webinars, fostering strong stakeholder engagement and collaboration.

09/2019 – 08/2024 Vienna, Austria

REGIONAL MANAGER HILFSWERK INTERNATIONAL

- Led development cooperation and humanitarian assistance projects in Eastern Europe, Western Balkans, and South Caucasus.
- Managed projects in stable and conflict zones, ensuring on-time, on-budget delivery.
- Coordinated regional offices in Bosnia and Herzegovina, Ukraine, and Moldova.
- Strengthened partnerships with public authorities, UN agencies, and local partners, and secured funding through proposal writing for EU, Austrian Development Agency, and private foundations.
- Directed project planning, financial control, and reporting to ensure compliance and efficiency.
- Board Member of "Neighbour in Need" Foundation, Austria's top private funding body for humanitarian aid.

03/2019 – 08/2019 Vienna, Austria

ASSISTANT TO THE REGIONAL MANAGER, WESTERN BALKANS AND SOUTHERN CAUCASUS HILFSWERK INTERNATIONAL

- Supported project planning, monitoring, and financial management, facilitating effective project delivery.
- Contributed to proposal writing and fundraising efforts

06/2018 – 02/2019 Vienna, Austria

PROJECT COORDINATOR PKF TOURISMEXPERTS

- Supported market development and project acquisition for a tourism consulting company, focusing on sustainable destination development in Eastern Europe, South Caucasus, and Central Asia.
- Managed stakeholder relations and collaborated with local and national public authorities.

10/2015 – 02/2017 Klagenfurt, Austria

TUTOR INSTITUTE FOR GEOGRAPHY AND REGIONAL RESEARCH, ALPEN-ADRIA UNIVERSITY

- Conducted tutorials for "Fundamentals of Physical Geography," "Cartography," "Geoinformation," and "Remote Sensing."
- Developed course materials and assisted students in understanding complex geographical concepts

04/2009 – 02/2017 Villach, Austria

INTERNATIONAL PROJECT ASSISTANT KOHL & PARTNER GMBH

- Supported market development and project acquisition for a tourism consulting company, focusing on sustainable destination development in Eastern Europe, South Caucasus, and Central Asia.
- Managed stakeholder relations and collaborated with local and national public authorities.

06/2008 – 09/2008 Moscow, Russia

ENVIRONMENTAL EXPERT ENERGOCONSULTING

- Conducted eco-audits and environmental audits, improving environmental management practices for clients

- Provided consultancy for integrated management systems and performed internal and external audits for quality, environmental, and occupational health and safety standards.

EDUCATION AND TRAINING

10/2023 – 09/2024 Klagenfurt, Austria

SUPPLEMENTARY MASTER’S PROGRAMS IN GENDER STUDIES Alpen-Adria University

Website <https://www.aau.at/> | Type of credits ECTS | Number of credits 32

10/2023 – 09/2024 Klagenfurt, Austria

SUPPLEMENTARY MASTER’S PROGRAMS IN TRANSDISCIPLINARY PEACE STUDIES Alpen-Adria University

Website <https://www.aau.at/> | Type of credits ECTS | Number of credits 32

06/2018 Klagenfurt, Austria

MASTER OF SCIENCE (MSc) IN GEOGRAPHY AND REGIONAL RESEARCH Alpen-Adria University Klagenfurt, Austria

- Sustainable development,
- Social, political, and economic transformation processes,
- Globalization and regionalization dynamics,
- Global environmental change

Website www.aau.at | Field of study Geography and Regional Research | Final grade with excellent success |

Level in EQF EQF level 7 | Type of credits ECTS | Number of credits 120

07/2006 Ekaterinburg, Russia

DIPLOMA ENGINEER IN ENVIRONMENTAL SCIENCE AND NATURAL RESOURCE MANAGEMENT State Technical University of the Ural Region

Website <https://urfu.ru/en/> | Field of study Environmental Science and Natural Resource Management |

Level in EQF EQF level 7

LANGUAGE SKILLS

Mother tongue(s): **RUSSIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C1
GERMAN	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Image, video, and audio editing | GIS programs like QGIS for spatial data analysis and visualization