

# Aleksei Bezrukov

## Curriculum Vitae

### PROFILE

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**Total number of years of professional experiences:** over 18;

**Areas of expertise:** Web design and development, website and social media for business management, information management and data analysis, digital project management and coordination, communications;

**Work experience with International Organisations:** UNAMI, UNDP, UNOPS, OCHA, Education Relief Foundation (ERF), Organisation of Educational Cooperation (OEC);

**Duty Stations:** Switzerland, Senegal, Jordan, Iraq, Kenya, Somalia; Missions to over 20 countries;

**Number of projects delivered:** over 50;

**Core values:** Integrity, Professionalism, Respect for Diversity;

**Professional Competencies:** Communication, Teamwork, Planning & Organising, Accountability, Creativity, Client Orientation, Technological Awareness, Commitment to Continuous Learning;

**Managerial Competencies:** Leadership, Building Trust, Judgment/Decision-Making;

**Interpersonal Skills:** Problem-solving, Teamwork, Communication, Result-oriented, Positive Attitude;

**Education:** Management - Russian State Social University (RUSSIA); Journalism - Academy of the Ministry of Defense (RUSSIA): 2 years;

**Languages:** English (fluent), Russian (fluent), Arabic (some).

### TECHNICAL SKILLS

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#### **Website Design and Development:**

- Programming Languages: HTML, CSS, XML, PHP as well as VB, VB.NET, SQL, Java Script
- Content Management Systems: WORDPRESS, JOOMLA
- Graphic Design: Adobe Illustrator, Adobe Photoshop, Adobe InDesign
- Photo/Video Editing: Adobe Photoshop, Adobe Premier Pro, Luminar AI, Aurora HDR
- Quality Assurance: UX testing and research for better user experience as well as Functional, Localisation, Performance, Usability, Accessibility and Security testing
- Maintenance: monitoring, optimisation, security, troubleshooting, backup
- Statistical Analysis and Strategic Insights: Google Analytics, SEO
- Social Media for Business: Facebook, Twitter, Instagram
- Project Management Methodologies: Waterfall, Agile
- Planning, M&E: requirements, goals, strategy, reporting

#### **Information Management:**

- Data Analysis: SPSS, MS Excel
- Deployment of Data Collection Tools: USHAHIDI, DevInfo, 3W, EmergencyInfo, Gaps&Analysis
- Deployment of Coordination Mechanisms: MS SharePoint, UNDAF Working Groups, Zoom
- Email Management: MS Outlook, Proton Mail

#### **Other Related Skills:**

- IT Skills: networking, server maintenance, webhosting and domains management, user support
- Presentation: MS PowerPoint, Visuals (maps, graphs)
- Photography: Portrait, Documentary, Nature

## **EMPLOYMENT HISTORY**

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ORGANISATION OF EDUCATIONAL COOPERATION (OEC)

*Djibouti (Remote)*

**Web Consultant**

*from Apr 2021*

- Designed and developed multilingual organisation's website (oec-oe.org) to position the OEC strategically as a reliable institution/partner and authority globally and promote information sharing;
- Website and email management, maintenance, updates; Implemented SEO, security, optimisation features to ensure website's reliability, findability and ranking;
- Provided technical and communication support in preparation for the organisation's General Assembly.

EDUCATION RELIEF FOUNDATION (ERF)

*Switzerland*

**Media and Communications, Head of Department**

*Jul 2018 – Aug 2020*

- Working for Prince Mansour Bin Mussalam and his foundation, developed and implemented communication strategy to increase awareness, marketing and branding of ERF and its activities with special focus on international high-level conferences in Mexico City in and Djibouti. Ensured that all communication documents and online media are aligned with key ERF strategies, views and positions;
- As part of senior ERF delegation, travelled to Central America, Middle East and Africa to meet with Education Ministries and Civil Society Organisations to broadcast, document and report via ERF communication channels (websites and SM) as well as local and international media;
- Designed and developed organisation's websites: Education Relief Foundation (educationrelief.org) and International Summit on Balanced and Inclusive Education (forumbie2030.org) and was responsible for their daily management and maintenance;
- Setup Social Media accounts for the ERF and was responsible for their daily management;
- Developed content, including text, graphics and video, for social media, websites, newsletters and other ERF distribution channels;
- Provided communication and technical support and advice to the President, ERF Secretariat and Implementing Partners.

PROTEA LTD

*Senegal*

**Founder & CEO**

*Jan 2016 – Jan 2018*

- Developed business and marketing plans and insured their implementation according to objectives and overall goals. Was responsible for day-to-day management decisions;
- Designed and developed company's e-commerce website and setup social media channels for business;
- Ensured that all internal controls and procedures were in place and functional, led by personal example and encouraged all employees to conduct their activities in accordance with all applicable laws and the company's standards and policies, including its environmental, safety and health policies;
- Worked closely with suppliers globally, managed inventory and placed necessary orders; oversaw work of business partners including sea and air shipments, clearance and taxation procedures;
- Responsible for all financial aspects of the company including preparation of annual budget, expenditure management, payment processing, and taxes;
- Further sharpened my managerial competencies including vision, decision-making, direct supervision.

UNOPS

*Jordan*

**Project Adviser**

*Jan 2015 – Jun 2015*

- Advised on web projects implementation undertaken by the IAU in collaboration with UN Agencies;
- Supported and facilitated coordination among Government of Iraq, UN Agencies and other IAU partners through communication and technical support;
- Assisted in the preparation of the IAU Capacity Building plan and advised on its implementation;
- Advised to the IAU technical team on web development and information management issues;
- Drafted project proposals and other documents for the IAU, provided advice on budgets and expenditure.

UNITED NATIONS (UNAMI)

*Iraq / Jordan*

**Website Officer, Inter-Agency Information and Analysis Unit (IAU)**

*Apr 2005 – Dec 2014*

- Managed RCO Inter-Agency Information and Analysis Unit (IAU) including direct supervision, workplanning, budgeting, procurement and human resources management. Gained significant experience in supporting strategic planning, coordinating on the CCA/UNDAF and the MDGs. Implemented over 30 web projects for the UN, UN Agencies and their partners and Government of Iraq;
- Designed and implemented plan, strategy and technology for collection, processing and dissemination of information for the 18 governorates of Iraq in line with global information management standards, policies and procedures;
- Successfully developed strategic partnerships with a range of stakeholders such as the Ministry of Planning, donors and NGOs working in Iraq. Facilitated the linkages between UNAMI Political, Development, Humanitarian and Security departments, the UNCT and the Government of Iraq to strengthen an integrated UN response;
- In coordination with RCO played a leading role in implementation of technical capacity-building programmes in line with the Ministry of Planning needs and priorities and often through the work of UNDAF Priority Working Groups;
- Ensured that analysis is effectively integrated into decision-making by taking a leading role in information prioritisation including surveys data, reports and assessments, maps, photos and other content through implementation of dissemination tools and services including UNAMI website, IAU website, DevInfo, Iraq Information Portal, 3W, Iraq Knowledge Network;
- Facilitated knowledge building and management through reinforcing knowledge sharing network between the UN, Government, civil society, donors, NGOs, media and academia to strengthen national policies and facilitate information exchange. Developed and implemented IAU dissemination strategy and use of information policy;
- Developed innovative ways to reach wider audience and improve information perception and usability by transforming presentations and datasets into live, visual tools such as Iraq Information Portal, using the latest trends in flash and HTML5 (Fusion Charts and Fusion Maps) and Web 2.0 technologies;
- Coordinated activities to support programming through collaborative work with UN Agencies by providing added-value services often through communication, analytical and technical support;
- In collaboration with UNDP and in line with UNDAF framework, developed Violence Against Women (VAW) web project which helped to facilitate prevention of violence against women in Iraq;
- Ensured the advocacy and communication of RCO IAU activities in Iraq by providing training and workshops on RCO IAU products and services to the Government of Iraq, UNCT and other stakeholders.

**Web Development and Information Exchange Officer, HIC**

*Mar 2003 – Mar 2005*

- Ensured the advocacy and communication of OCHA activities in Iraq in coordination with UNCT and the information/communication focal points of the UN system;
- Led planning process for establishment of OCHA's information dissemination needs. Implemented Humanitarian Information (HIC) website and supporting systems meeting needs for strategic information delivery in Iraq;
- Worked with HIC staff to ensure OCHA's dissemination tools were coordinated with all HIC activities and provided advice on authenticity, findability and usability strategies;
- Led client-oriented approach to identify new methods for information resources accessibility to UNCT and organisations working in Iraq. Developed "special" low-bandwidth edition of the HIC website enabling uninterrupted access to information on the field;
- Ensured trans-regional facilitation of knowledge building and management and information exchange between HIC offices by developing web dissemination tools which became a standard in strategic dissemination of information and were adopted by OCHA globally.

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

*Kenya / Somalia*

**Web Development Specialist**

*Feb 2001 – Feb 2003*

- Coordinated information sharing activities between UN Agencies and NGOs working in Somalia through development of web-based national information network;
- In collaboration with the office of Prime Minister of Somalia, designed and developed Transit Government's website and supporting databases;
- Designed, developed and managed portfolio of web projects including UNCT web portal, UNDP country office website, Data Exchange Platform for the Horn of Africa (DEPHA), SACB database;
- Supported information collection with the UN country team on human security and crime prevention;
- Provided training and workshops on UNDP web projects and products to UNCT and Government of Somalia.

AFRICA ONLINE

*Kenya*

**Webmaster**

*Jan 2000 – Jan 2001*

- Managed web projects development and implementation and participated as a member of development team with responsibility to develop major components of more complex applications and content management systems (CMS);
- Provided specialised advice on implementation of search function for the websites including development and integration, search results troubleshooting;
- Provided basic marketing advice, search engine optimisation and e-business integration.
- Researched on new technologies and latest trends to improve company's websites functionality, usability and findability.