



Sergio Urussov

# Project Management & Humanitarian Sector Professional

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📍 Brussels

## Experiences

### Project Manager - Citizen Hosting Programme

Plateforme Citoyenne de Soutien aux Refugiés - January 2024 to October 2025

- ▶ Ensuring the implementation of the team's responsibilities and tasks, proper adherence to procedures and completion of performance indicators;
- ▶ Team management and organizational follow-up;
- ▶ Internal and external representation, participation in meetings with the Region and partner municipalities, negotiation and definition of partnerships with local authorities;
- ▶ Quarterly and annual reporting.



### Project Officer - Citizen Hosting Programme

Plateforme Citoyenne de Soutien aux Refugiés - April 2023 to December 2023

- ▶ Matching of hosts with hostees, follow-up, mediation, help with relocating, etc.;
- ▶ Administrative and psycho-social follow-up with the hostees, identification of potential vulnerabilities;
- ▶ Community-building activities for the beneficiaries of the project and the volunteers;
- ▶ Reporting.



### Cultural Mediator

Plateforme Citoyenne de Soutien aux Refugiés - October 2022 to April 2023

- ▶ Cultural mediator in several refugees hosting centres coordinated by the Plateforme;
- ▶ Creating and implementing a tracking system for the inventories and new deliveries of two of the Plateforme's hosting centres;
- ▶ Taking part in the activities organised in the centres, organising new ones, establishing new partnerships with local and international organisations.



### Social and Administrative Collaborator

Belgian Red Cross - May 2022 to September 2022



- ▶ Welcoming migrants from Ukraine at the Red Cross information and dispatch point at Brussels South Station;
- ▶ Translating and interpreting from Russian to French (and vice-versa);
- ▶ Coordinating the work of volunteers;
- ▶ Linking with other local and national organisations involved in the humanitarian effort to welcome the newly arrived migrants from Ukraine.

### Translator

Mincione Edizioni - February 2021 to November 2021

Translating a non-fiction book from English to Italian on the topic of the Russian Revolution.

### Administrative and Project Assistant

Global Forum for Media Development - November 2020 to June 2021



- ▶ Assisting the Executive Director with her daily administrative activities;

## Skills

### Project Management

- ▶ Administrative, operational follow-up
- ▶ Reporting
- ▶ Team management
- ▶ Implementing new partnerships

### Writing, editing of articles - Italian, French and English

Drafting, writing and translating skills in the field of international relations, with a focus on Russian domestic and external affairs.

### Languages

- ▶ Italian - Mother tongue
- ▶ French - Native speaker level
- ▶ English - Professional working proficiency
- ▶ Russian - Professional working proficiency
- ▶ Spanish - Intermediate level
- ▶ Turkish - Basic knowledge

### Computer skills

- ▶ Office: Word, Outlook, Excel, PowerPoint
- ▶ Internet: WordPress, GitBook
- ▶ Marketing: Mailchimp
- ▶ CaptureOne, Adobe Lightroom, Adobe Photoshop, Canva
- ▶ Google Sheets

### Volunteering

- ▶ Volunteered in March and April 2022 at the Belgian Red Cross as an interpreter/translator with refugees from Ukraine (Russian to French and vice-versa);
- ▶ Since February 2023, I translate articles related to migrations for the Italian NGO Melting Pot Europa;
- ▶ Volunteer work, over the course of the summer in 2017, at the Tolstoy museum-estate in Yasnaya Polyana (Russia).

### Photography - Post-production

Amateur photographer (digital and film). I know my way around a camera and am familiar with post-production software, such as Lightroom or CaptureOne. I also home-develop black and white films.

- Assisting GFMD team with preparing materials and briefings for project implementation;
- Assisting GFMD team with developing strategic consultation documents and processes;
- Helping coordinate GFMD's Working Group on EU media policy and producing reports from meetings;
- Contributing to GFMD communication materials and channels and content creation and administration of the new GFMD website;
- Document translation from English to French.

## Contributor

East Journal - November 2019 to March 2020



Reporting on Russia and Russia-related issues such as human rights, political repressions in contemporary Russia and the history of political repressions in the former USSR.

## Project Officer (EVS/ESC Volunteer)

Perm Memorial - September 2018 to September 2019 - Volunteer  
Work - Perm - Russia



- Administrative tasks;
- Documents translation from Russian into Italian, French and English;
- Assistance with organizing the organization's archives;
- Social work with elderly people, former political detainees and deportees in Soviet time;
- Assistance in organizing and participation in Memorial's summer research expeditions in the Region;
- Creating and designing infosheets detailing aims and goals of the research expeditions;
- Advocacy for human rights and promotion of volunteering related values with youngsters and students.

## Education

### Project Cycle Management course

ALDA+

May 2025 to June 2025

The intensive training programme offered a comprehensive overview of Project Cycle Management with a focus on EU-funded projects. It covered key aspects such as project identification, stakeholder analysis, objective setting, budgeting, proposal writing, implementation tools, and monitoring and evaluation techniques, along with practical group work on real case studies.

### Erasmus Exchange Program

Università degli Studi di Firenze

2013 to 2014

Erasmus - Academic Year 2013/2014

### Bachelor in Political Science

Université Libre de Bruxelles

2011 to 2015

## Interests

### Sports

Trekking, climbing, cycling.

### Literature

Italian, Eastern European fiction.

### Cooking

My parmigiana di melanzane has been praised from the plains of Belgium to the Ural Mountains.