



**Sergio Urussov**

# Project Management & Humanitarian Sector Professional

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📍 Brussels

## Experiences

### Project Manager - Citizen Hosting Programme

Plateforme Citoyenne de Soutien aux Réfugiés - Since January 2024



- ▶ 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 Réfugiés - 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 Réfugiés - 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.

## 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.

## Administrative and Project Assistant

Global Forum for Media Development - November 2020  
to June 2021



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

### European Training Programme

European Neighbourhood Council  
2018

The European Training Programme - "Unlocking the Workings of the EU" aim is to provide a thorough understanding of the EU's internal workings on a variety of different topics, ranging from external relations in trade, energy and investment to security, innovation, and banking reforms. It was comprised of 12 topic-specific sessions.

### 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.