

Kuptsova Alisa

Date of Birth: 2 August 1999

Living location: Georgia
Full time, remote work preferable

Languages: English (B2-C1), German (A2),
French (A1), Russian (C2) - native

Contacts:

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CORE COMPETENCIES

- Problem Solving
- Sales
- Communication
- Team Leadership
- Customer Support
- Project Management

Working experience

Project manager / Partnership Relationship Manager

[Yellow Rocks!](#) · Full time

Aug 2022 - Aug 2023 1 yrs 1 mos

- Cross functional team management
- Team task tracking
- Problem solving
- Working in multitasking mode
- Leading team meetings
- Reporting
- Organization of business events for startups and venture investors (+ moderation of online events) - organized 50+ events in total
- Conducting acceleration programs for early-stage startups (2 start-up accelerators)
- Market research
- Communication with partners (venture funds, organizers of major events such as conferences and summits) - the company held a large-scale summit in Dubai with one of the partners, which brought tangible profit

IT Project Manager

JobSearchIT (startup) · Part-time

May 2023 - Jul 2023 · 3 mos

- Design team management
- Worked on the project's MVP (it was SaaS startup)
- Process architecture inside the team

Foreign Sales Manager

[Brumex](#) · Full-time

Aug 2021 - Jul 2022 · 1 yr

- Increasing the company's presence abroad; researching the foreign market (analysis of the range of competitors, identification of their pricing policy)
- Active sales
- Close work with marketing department
- Searching for potential customers (cold search&calls, business correspondence). Working territories: EU, Ukraine, Middle East, Caucasus

Personal Tutor (English)

Freelance

May 2019 - Jun 2022 · 3 yrs 2 mos

Skills: Working With Children · Method of teaching · Language Teaching · Deadline Oriented · Easily Adaptable · Customer Support · Communication

Fitness Studio Part-time · 2 yrs 11 mos

Sales Manager Aug 2020 - May 2021 · 10 mos

- Active sales sports services; client manager management
 - Thanks to my work, the company has gained 130+ loyal customers
- Skills: Coaching · B2C · Sales · Sports Industry · Public Relations · Team Problem Solving

Customer Service Manager

Jul 2018 - Jul 2020 · 2 yrs 1 mos

- Receiving incoming calls, active sales, resolving disputes.
- Skills: Easily Adaptable · Customer Support · Customer Satisfaction · Sports Industry · Communication · Problem Solving

Junior Accountant

LLC "Samaracontrolservice" · Part-time

Oct 2019 - Apr 2020 · 7 mos

- Fixed assets accounting; inventory accounting, work with documentation
- I helped optimize the work with primary documentation, making the work of the department more efficient

Education

Coursera

Professional certification program "Google Project Management" by Google

Aug 2023

- Foundations of Project Management
- Project Initiation: Starting a Successful Project
- Project Planning: Putting It All Together

- Project Execution: Running the Project
- Agile Project Management
- Capstone: Applying Project Management in the Real World

[Samara State University of Economics](#)

Bachelor's degree, **International Economics**

Sep 2017 - Jul 2021

Grade: 4.9

Activities and societies: Scientific research, volunteering, art

Volunteering

President of the local subsidiary

[AECEE / European Students' Forum](#)

Sep 2019 - Present

- Team management;
- Event management (main topics: learning foreign languages, developing social skills, traveling);
- Reporting control;
- Holding regular meetings; planning activities of the department;
- Recruiting;
- Speaker at the events (soft skills, self motivation, learning languages)
- Presentations, representing the interests of the organization in negotiations with partners; planning.

Fundraising Manager

[AECEE / European Students' Forum](#)

Feb 2021 - Jul 2021 · 6 mos

- Partners' attraction for the organization of the Agora Moscow 2021 project - a major annual plenary of AECEE-Europe (500+ people from the EU).
- Working on a project together with CoreTeam, managing a fundraising team
- Work with grants
The project was suspended due to the impossibility of carrying it out in full due to covid-19 restrictions.

Volunteer at the position "Arrivals&Departure" at the local Airport

2018 FIFA World Cup Russia™ Local Organizing Committee

May 2018 - Jul 2018 · 3 mos

Volunteer within the organization 2018 FIFA World Cup in Russia. Main responsibilities: meet special guests like teams, their friends&families, special guests/celebrities/special delegations, etc, to solve any problem with them on the way between a flight and a hotel.