



# ALEXEY BONDARENKO

Event Manager

Based on Barcelona

## SUMMARY

+34 654 482 437 I'm the digital-oriented Event Manager with 15+ years experience in organisation of the 50+ International  
+7 916 667 38 80 business events of various formats in 15+ countries around the world. I had the honor to host the small  
round tables and the huge city events and the biggest European trade fairs. I have experience of working  
telegram: @alxbnd with commercial and states companies and know the purpose specific all of them. In my work I am  
me@alexbond.me prefer to apply the best methods of project management, marketing and digital technology. Have strong  
leadership qualities, can work in a team, I'm not afraid the problems and conflicts, just I am able to show  
www.alexbond.me empathy during the project, just as I am able to show persistence and perseverance. I believe that the  
«golden key» of successful event is a good sense of humour and self-irony needed.

## EMPLOYMENT CHRONOLOGY

2015-2023 ● Department for External Economics and International Relations

2015 - Specialist / 2018 - Deputy Head of Division / 2020 - Project Manager

Responsibilities:

- Organization and holding of various international events (organizational and technical design);
- Organization of work on procurement (preparation of tender documentation, submission/receipt of documents, evaluation and analytics, development of criteria and indicators for evaluation of tender documentation);
- Advertising and information support of international projects (design, production, approval);
- Budget calculation and control;
- Organization of work with foreign contractors;
- Preparation, presentation and defense of projects in front of the management (customer).

Key Findings:

- Held more than 50 international events of various formats and scales;
- Optimized processes for conducting/participating in public procurement;
- Implemented business tools (CRM, Task-management, WEB-marketing, etc.) in the work structure;
- Optimized the budget for promotional and souvenir products;
- Strictly adhered to project budgets and deadlines.

Challenges:

- 2018 - Independently organized work on participation of Moscow Government in EXPO REAL exhibition (construction of exposition, logistics, conducting the procurement procedure, document management, contact filling, accommodation of participants, etc.).  
Problems: tight deadlines - 1 month; the need for a public procurement procedure; forced coordination of design and technical nuances with the customer; international level of payments.
- 2019 - Independently organized an international event with face-to-face participation of more than 30 foreign C40 member delegates in Moscow.  
Problems: tight deadline (14 days); limited budget; airfare and accommodations, new contractor, etc.
- 2020 - Organized and conducted a 7-day online camp for Chinese schoolchildren with live broadcasts from Moscow City, with demonstration of specially filmed and adapted videos, organized live performances of presenters and participants + provided production and delivery of souvenirs and necessary materials for participation in the event for all participants, provided technical support and work (finding an online platform, organizing a studio, working with chromakey, etc).  
Problems: tight deadlines, language barrier, time difference, shooting in Moscow under COVID restrictions, limited budget.

## 2011-2015 ● Bonklein Production, an advertisign agency and print shop

### CEO

#### Responsibilities:

- General Management;
- Search of the partners and customers;
- Organization of work on participation in public procurement;
- Preparation of commercial proposals and related documentation;
- Marketing.

#### Key Findings:

- Obtaining profit immediately at the start of operations, by building work on the «agency» principle;
- Optimization of production costs;
- Formation of a base of regular customers.

## 2007-2010 ● The Concert Hall of TV Tower

### Development Manager

#### Responsibilities:

- Search for new customers, B2B sales;
- Preparation of commercial proposals and their presentation;
- Paper work with the contracts, accounting documents, control of payments;
- Development, planning and organization of advertising campaigns site;
- Organization of internal corporate events;
- Development of corporate identity.

#### Key Findings:

- Increase in the number of regular B2B-customers;
- Increasing the profitability of the unit;
- Held the International Conference of the Great Towers of the World (the highest video projection show entered into the Guinness Book of Records); The Anniversary of TV Tower (work with pop stars, the first mapping-show); Various business events.

## KEY SKILLS

#### Soft:

- Adaptability
- Motivation
- Positivity
- Foresightiness
- Flexibility
- Empathetic
- Communication
- Team work
- Critical thinking

#### Hard:

- Project management
- Marketing
- Design: Adobe Photoshop, Illustrator, Premier, Acrobat, After Effects, Indesign,
- Technically educated
- Web sites (Tilda)
- Mac OS

#### Languages:

- Russian
- English C1
- Spanish A1.1

#### Education:

- State Institute of Theater Arts (GITIS) (2001-2006), producer
- College of Technology (2018)

## REFERENCES

Ivan Lysenko, Director of the Show Room STOOL GROUP, +34 654 530 452

Aleksei Bondaruk, Deputy Head of the Department, +7 903 183 38 48

Olga Ezdrina, Senior Event Manager, +995 571 204 385

## CONTACT

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