



## **CURRICULUM VITAE**

**Name** Jelena Kuzmenko

**Date of birth** 22/03/1985, Tallinn, Estonia

**Address** Vahtriku tee 1-8, 11912 Tallinn Estonia

**Phone** +372 56 263 053

**E-mail** jelena.kuzmenko@balsir.com

### **Education**

2011 - 2013 Estonian-American Business Academy, Business Management, Diploma

2009 - Tallinn University, Master of International Relations (Political Science)

2004 – 2009 Estonian Business School, Bachelor of Business Administration and Languages

1991 – 2003 Tallinn High School of Humanities

### **Additional Education**

2015 - 2015 Sotheby's Institute of Art, London. Art as a Global Business. Certificate.

2013 – 2014 University of Tartu/Tallinn University/Tallinn University of Technology and Estonian School of Diplomacy. Traderun programme 2013/2014. Diploma. Top quality master level teaching, academic and empirical approach to the discipline combining the best knowledge and expertise about Russia and Eastern Partnership countries. The programme involves the best academics of Estonian and foreign universities as well as the experts and professionals working in the field of cooperation with Russia and Eastern Partnership countries.

The aim of a one-year programme is to increase the awareness about Russian and Eastern Partnership countries and business environment. The Traderun programme seeks to enhance the quality and expertise of people who are interested in investing or expanding their business to Russia and Eastern Partnership countries. The goal is to introduce a unified academic module that gives an overview of economic, cultural, political, administrative business settings in Russia and Eastern Partnership countries.

The programme is developed in cooperation between University of Tartu, University of Tallinn, Tallinn University of Technology and Estonian School of Diplomacy. The project raises the competence and ability of Estonian higher institutions to analyze economic and political-administrative environment and to foresee the possible changes of business development of Russia and Eastern Partnership countries. The module focuses on the business awareness combining the economic, cultural, legal and political affairs and provides problem-oriented approach.

## **Work experience**

01/2017 – 09/2017 Baltic Sotheby's International Realty  
PR and Marketing Manager

11/2015 – 12/2015 Christie's, London, UK  
Internship in Russian Art Department

10/2013 – Baltic Sotheby's International Realty  
Sales/rental Associate  
Premium class real estate

04/2013 – 07/2013 VIM Agency AS  
Data Logistics Manager/Customer Service Executive

03/2011- Exclusive Design Solutions OÜ  
Founder & Managing Director

02/2008 – 04/2013 Goodson&RED International Property Experts  
Rental Associate/Real Estate Specialist

07/2007 - 10/2007 Domina Hotel Group  
Reservations Coordinator

06/2006 - 07/2007 Hilton Reservations Worldwide L.L.C.  
Hotel Specialist

05/2005 - 09/2005 Anton Group (London)  
Production Clerk

04/2005 - 05/2005 AS Hansapank  
Help Desk Assistant (Banking)

11/2003 - 03/2004 AS Amberstar  
Assistant (Service Industry)  
Customer service, administrative work

## **Awards**

Best Sales Associate 2015 by Baltic Sotheby's International Realty  
Best Sales and Rental Associate 2016 by Baltic Sotheby's International Realty

## **Language skills**

Russian native language  
English spoken Excellent, written Excellent  
Estonian spoken Excellent, written Excellent

## **Computer skills**

Very good working knowledge of Microsoft Office, Word, Excel, Power Point and Internet software, Horizon, Fidelio, HansaRaama, etc.

## **Driving license** B category, from 2003

Availability of a personal car