

PERSONAL INFORMATION

Olga Poddubnaya



-  Minsk, Belarus
-  poddubnaia@gmail.com
-  <https://www.salto-youth.net/tools/toy/olga-poddubnaya.2674/>

Sex female | Date of birth 10/08/1983 | Nationality Belarus

WORK EXPERIENCE

2006 – until present

Freelance trainer and facilitator of learning

Member of pool of trainers of Youth Department of Council of Europe, SALTO EECA , Erasmus + (Youth in Action Programme), YEC "Fialta", UNDP, UNFPA Belarus, National Academy of postgraduate studies, WHO, Republican Institute for Higher education, NGOs.

- Designing, organising and conducting training courses, seminars for young people and youth workers on national and international level on following topics: organisational and human resources management, non-formal education, intercultural learning, volunteering, active citizenship, cultural identity, facilitation of learning, trainings for trainers, coaching, facilitation, project management, methods of experiential learning etc.

Business or sector Non-profit, nongovernmental organisation

May 2008 – June 2009

Coordinator of youth programs

UNFPA (United nations Population Fund) Belarus, Krasnoarmejskaya str., 22 a, Minsk 220030

- Coordination of youth programmes, developing, organising and evaluating activities, coordinating web-site.

Business or sector Non-profit, nongovernmental organisation

June 2003 – April 2008

Project coordinator, board member

NGO "Youth Education Centre "Fialta", Myasnikova str., 35, Minsk 220030

- Developing, organising and evaluating projects, coordination of the projects, developing educational activities, fundraising, strategic and year planning of activities

Business or sector Non-profit, nongovernmental organisation

EDUCATION AND TRAINING

2009 - 2010

Long term international training course for trainers TALE (Trainers for active learning in Europe)

European Commission, Council of Europe, Youth Partnership Programme

2002 - 2007

Specialist (Philosophy and social science)

Belarusian State university (Minsk, Belarus)

2004 – until present

International training course, seminars, trainings for trainers, MOOC (online courses) on topics connected with professional occupation

European Commission, Council of Europe, Coursera, Iversity, etc.

PERSONAL SKILLS

Mother tongue(s) Russian, Belarusian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
Italian	B1	B2	B1	A2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

- Communication skills
- excellent communication skills
 - ability to support meaningful communication
 - skills of active and empathic listening
 - public speech skills

- Organisational / managerial skills
- coordinating national and international projects
 - organising festival and events for 250-500 people

- Job-related skills
- fast learner
 - efficient work in a team
 - cultural and gender sensitivity
 - highly organized, dynamic
 - excellent planning skills with great attention to detail and ability to prioritize work

- Computer skills
- good command of Microsoft Office

- Other skills
- basic knowledge in science and technologies
 - theatre and art education