

Andrey Markin

Project Manager & Data Analyst | Nonprofit & Education Specialist

Making a Difference Through Data

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EXPERIENCE

Operations Project Manager – Helping to Leave, Prague, Czechia (remote)

Jul 2022 - Jul 2023 (1 year)

- Improved operational efficiency by leading internal product development, including financial accounting databases, payroll system, grant reporting, aid program evaluation system, and agile budgeting standards. In total, systems process transactions of **more than 1,000,000 euros** per year.
- Overhauled the **NGO board's operations** by refining processes, introducing a project management framework, establishing efficient reporting, and facilitating board meetings.
- Improved departmental operations with an advanced project management system, leading to a 20% increase in project delivery speed.
- Led the **organizational strategy development** project, considering and integrating all stakeholders' diverse needs and perspectives.
- Coordinated the organization's management transfer project meticulously, thoroughly assessing potential operational risks to prevent any disruptions.
- Enhanced **recruitment operations**, achieving an **x8 acceleration** in application processing speed through new business processes and team management.

Executive Manager – Tabor School, Nairobi, Kenya

Sep 2021 - May 2022 (9 months)

- Established and managed a tuition-free school within Nairobi Slum, **leading a multicultural team of 25 people**, developed and implemented strategic plans using Scrum team leadership methodologies.
- Managed administrative, grant, and fundraising projects to sustain the school's initiatives. Successfully **secured annual funding of \$25,000**, ensuring the continuity and growth of the project.

Project Manager – Charity Foundation “Children Must Live,” Sofia, Bulgaria

Mar 2020 - May 2022 (2 years 3 months)

- Managed team operations and program initiatives at a small non-profit dedicated to aiding children in Kenya – aid program strategy development, overseeing assistance projects, and direct management of metrics.
- Executed three trips to Kenya, establishing pivotal partnerships and **launching 9 projects** aimed at aiding children in need.
- Led communication efforts with Kenyan partners, devised and implemented fundraising strategies, and handled external communications for the organization.
- Spearheaded the most significant project initiated by the organization, leading to the establishment and growth of Tabor School as a separate entity dedicated to supporting children's education and well-being.

IT Project Manager – Charity Foundation “One Life”

Aug 2014 - May 2016 (1 year 10 months)

- Implemented a system for standardizing business processes based on the MediaWiki engine.
- Administered Microsoft SQL, Microsoft Exchange, and Microsoft Dynamics CRM.

SKILLS

Project Management

Operations Management

Python: Pandas, NumPy, Matplotlib, BeautifulSoup

JavaScript, TypeScript

SQL, Database Design

Google App Script

Tableau, Excel, Sheets

Google Data Studio

Business Intelligence (BI)

Business Analysis

Management Information Systems

Financial & Grant Reporting

Business Process Design

Fundraising

NGO Management

NGO Chart Development

NGO Strategy Development

Cybersecurity

Design Thinking Method

CERTIFICATIONS

Data Scientist: Analytics – Professional Certification

High Performance

Collaboration: Leadership, Teamwork, and Negotiation – Northwestern University

Learn JavaScript Course – Codecademy

Learn SQL Course – Codecademy

Cybersecurity for Business Course – Codecademy

Code Foundations Skill Path – Codecademy

Marketing Management, General – Qmarketing Academy

Principles of Macroeconomics – Northeastern University

EDUCATION

Northeastern University, Boston, USA — *English as the Second Language*

Aug 2018 – Jul 2019

Principles of Macroeconomics, ESL, Introduction to Philosophy and others

School of Education — *Leadership and Management in Education*

Feb 2021 – Jul 2021

Professional development program by Ian Craig, Professor at UCL Institute of Education, focusing on the management of organizational changes, establishment of a distributed horizontal leadership structure, evaluation of educational program quality, and implementation of evidence-based approaches in education.