

Nikita Mikhalkov

Current Address (until 6/3/00)

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Permanent Address

Russia
Moscow, 78954
1234 St. Petersburg Rd.

Education:

Knox College, Galesburg, IL Bachelor of Arts in Political Science June 1999

Moscow State University, Moscow, Russia School of Journalism, 1996 - 1997, School of Literature and Linguistics

Oxford University, Oxford, England Certificate for Completion of Special Summer Study Program in English Language For Foreign Students

Work Experience:

Intern, Hedrick Smith Productions, Washington, DC

September - December 1998

- Researched managed health care issues for producers of a PBS documentary on the American health care crisis

Assistant to Business Development Director, Market Intelligence Group, Moscow, Russia

June - August 1998

(This is a trade journal publishing company serving the oil and gas industry in emerging markets of the ex-USSR)

- Organized telemarketing campaigns and cold-called for magazine and advertisement sales
- Prospected for clients at international conferences in Moscow and Baku
- Performed on-the-ground logistics and translation in the Caspian region as part of sales support team

Assistant to the Administrator of American Business Centers, US Embassy, Moscow, Russia

February 1996 - August 1997

- Organized office admin including file maintenance, supplies procurement, budget proposals and computer work
- Managed cross-cultural communication between US and Russian clients
- Proposed and implemented PR and advertising opportunities for ABC programs in Russia; delivered public presentations at business briefings and receptions in Moscow

Freelance (while a full-time student at Moscow University)

- Wrote articles in English for the English *Moscow Times* newspaper and *Petroleum Argus*
- Translated interviews of Russian prisoners and criminal court proceedings (English to Russian) for Moscow human rights group allied with the UN Human Rights Commission
- English tour guide for US high school students visiting Moscow and St. Petersburg

Leadership:

Leader, "Russian Table" of the Department of Modern Languages, Knox College

Languages:

English - Fluent; Russian - Native; French - Functional

Computer Skills:

Microsoft Word, Lotus 123, Netscape, e-mail systems