

Curriculum vitae

Anna-Maria Nizovtseva

Born on 19 April 1980, Tallinn, Estonia

Citizenship: Estonia



Address: Madala 22-10, 10315, Tallinn, Harjumaa, Estonia

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Current posts:

International Cooperation Coordinator (24.01.2017 – present)

Russian language Instructor (01.02.2002 – present)

Former posts:

Administrative Officer, Department of International Relations (25.03.2010 – 23.01.2017)

Health and Safety Officer, Department of International Relations (01.01.2011 – 31.12.2016)

Employer: Tallinn University of Technology (TalTech)

Location: Tallinn, Estonia

Education

* 2004-2007, Tallinn University (Estonia), Educational Studies, MA.

* 1998-2002, University of Tartu (Estonia), Russian and Slavic Philology, BA.

* 1993-1998, Tallinn High School of Humanities (Estonia).

* 1986-1993, Tallinn 58th Secondary School (Estonia).

Full professional proficiency: English, Russian (mother tongue) and Estonian.

Professional working experience

* 09.06.2008 – 20.02.2009 – International University Audentes, Business School

Location: Tallinn;

Position: Head of Dean's Office.

* 06.08.2007 - 08.06.2008 – International University Audentes, Business School
Position: Study Officer.

* 01.09.2006 - 31.08.2007 – Pirita Economic High School
Location: Tallinn;
Position: Russian Language Instructor.

* 01.09.2004 - 31.08.2006 – Tallinn Laagna High School
Locations: Tallinn;
Position: Russian Language Instructor.

Participation in projects

'NATO Global Perceptions - views from Asia-Pacific region', total budget: EUR 335,330 (awarded by NATO Science for Peace and Security Programme in cooperation with NATO Public Diplomacy Division), period of involvement: October 2014 – January 2017.
Position: Executive Secretary.

'Setting up a digital anti-corruption platform in Ukraine', total budget: EUR 18 950 (awarded by Ministry of Foreign Affairs, Estonia), period of involvement: September 2014 – March 2015.
Position: Financial Administrator.

'A joint project Tallinn University, Tallinn University of Technology and the University of Tartu "Founding a Competence Centre of Asian Studies and Developing Research" in the framework of the programme "Globalisation of Science", total budget: EUR 52,482 (awarded by Ministry of Education and Research, Estonia), period of involvement: December 2013 – August 2015.
Position: Financial Administrator.

'EEA/Norway Grants Scholarship Programme', total budget: EUR 11,169 (awarded by Archimedes Foundation), period of involvement: August 2013 – June 2014.
Position: Administration Officer.

'Asian module: Asian Society, Economy, Politics', total budget: EUR 210,390 (awarded by Archimedes Foundation), period of involvement: January 2010 – August 2015 .
Position: Financial Administrator.

'Tallinn King Sejong Institute', period of involvement: July 2015 – January 2017.
Position: Coordinator.

Erasmus +

21.05.2014 – 22.05.2014 – EUROPEAN ACADEMY OF DIPLOMACY
Location: Katowice, Poland.
Overall objectives of the mobility: Training workshop 'Successful communication with students, presentation and public speaking skills'.

08.04.2017 – 15.04.2017 – ZHEJIANG UNIVERSITY NINGBO INSTITUTE OF TECHNOLOGY
Location: Ningbo, People's Republic of China;
Overall objectives of the mobility: to discuss a 'road-map' on establishing a post-graduate double degree programme to be jointly run by TalTech and ZJUNIT.

19.04.2018 – 20.04.2018 – Slovak University of Technology in Bratislava.

Overall objectives of the mobility: to enhance research and people-to-people collaboration.

Other activities

Top Hat Lectures Administrator (Tallinn University of Technology), from October 2011 onwards.

Last updated: 10 April 2019