











Siana VELKOVA



Personal details

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-  68 avenue Heydenberg
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-  June 18th, 1996
-  Bulgarian
-  Unmarried


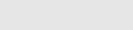

Languages

- Bulgarian 
- French 
- English 

Achievements

Trainee team management (7 people)

Digital competence

- Photoshop, 
- Illustrator, Indesign 
- Wordpress 

Profile

Master's degree in Organizational Communication (M2)
Currently working as a manager of European Federations, Think Thanks, European Consortiums in a French Consultancy Cabinet.
A committed, open-minded and motivated employee, I am looking for an opportunity to grow and deepen professional competency.

Education

- MA in Organizational Communication (M2)** Sep 2018 - Sep 2019
Graduate School of Management (IAE), Nice
 - Internal and external communication;
 - Event communication & management
 - Website management and digital communication;
 - Press relations;
 - HR management
 - Adobe pack: Indesign, Illustrator, Photoshop
- ERASMUS student - Political science and communication** 2016 - 2017
Université libre de Bruxelles (ULB), Belgium
- Intercultural Marketing and Management** Jun 2016 - Aug 2016
International Summer School - BI Business School, Oslo
 - Developing a marketing strategy in a multicultural environment
 - Working on case studies in a multicultural team
 - Seminars with prominent Norwegian CEOs
- Bachelor's degree in European Studies, specialization Media and Communications** 2014 - 2018
Sofia University, Bulgaria
 - European policies
 - European institutions - functioning and organization
 - European Union (EU) Law
 - History of EU
 - EU Project Management

Employment

- Manager of European Federations, Think Thanks & Consortia projects (permanent contract)** Oct 2019 - Present
Zenon7 Public Affairs, Brussels
French consultancy cabinet

Mailchimp	● ● ● ● ●
Office Pack	● ● ● ● ●
Outlook	● ● ● ● ●
Canva	● ● ● ● ●

Qualities

- Punctuality
- Rigour
- Good stress management
- Curiosity
- Autonomy
- Teamwork spirit

References



Representation of the European Commission in Bulgaria, Sofia

Hobbies

- Graphic design
- Yoga and meditation
- Reading
- Cultural events

Specialized in setting up projects in European affairs and economic diplomacy. Operates in multiple geographical areas (Europe, Eurasia, Caucasia, Africa); works closely with the European Institutions - for and on behalf of the EU.

Key responsibilities :

- Management of the social networks of the Federations and Consortiums animated by ZENON7 - the writing of publications & elaboration of visual communication support materials
- Media Campaigns - Press Releases
- Elaboration of communication strategies, plans and management of the editorial calendar
- Assistance with website management
- Newsletter and mailing campaigns (Mailchimp)
- Events management (meetings, General assemblies, reunions, conferences)
- Relationship with federation members and ZENON7 customers
- Recruiting prospective members: setting up appointments with public and private players (EU institutions, Governments, Territories)
- Development of presentation supports
- Building contact bases
- Management of the Appointments Calendar

Internships

Internship in community management

2018 - 2019

Zenon7 Public Affairs, Bruxelles

- Websites content writing
- Assistance in the creation and development of websites
- Information watch
- Social media campaigns
- Publications Calendar
- Writing content for social media
- Preparation of visual elements for communication campaigns

Internship in Communications

Oct 2017 - Jan 2017

Representation of the European Commission in Bulgaria , Sofia

- Assistance in the organization of events within the Representation
- Establishment of communication materials (brochures, banners) to raise public awareness on EU key topics and stakes
- Preparing and sending invitations to participate in an event
- Compiling contact bases