

# KATHERIN E. MACHALEK



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## Personal Details

Date of birth: 18 September 1979

Place of birth: New York, USA

Nationality: American

## Profile

Research-oriented professional with a sharp eye for detail and extensive knowledge of the situation of education, politics and society in Central/Eastern Europe and the former Soviet Union seeks a position as Education Consultant at the UNICEF Regional Office for CEE/CIS.

## Work Experience in Research and Communications

October 2009—present

*Versoix, Switzerland*

### Project Officer at Human Rights Information and Documentation Systems (HURIDOCS)

- Managing capacity building projects for improved information management and advocacy in human rights NGOs in the former Soviet Union, researching secure and appropriate solutions to managing information in the region, drafting case studies and best practices for the monitoring, analysis and advocacy, coordinating joint projects with the Open Society Institute, drafting grant proposals, communicating with donors and experts.

October 2009—February 2010

*Geneva, Switzerland*

### Communications Coordinator at the Women's International League for Peace and Freedom (WILPF)

- (Consultancy Position) Coordinating communications between national sections and International Secretariat and between committees and groups working on gender equality and the empowerment of women and girls, researching statistics on national social expenditure vs. military expenditure, compiling and drafting reader-friendly documents on issues relevant to WILPF's work for both internal and external use, coordinating multi-media projects to advocate for WILPF's mission and campaigns.

March—September 2009

*Versoix, Switzerland*

### Research and Development Intern at HURIDOCS

- Researching capacity building projects in the former SU, researching and drafting analytical reports on approaches to information management in the former SU, assisting with grant proposals, communicating with client NGOs and donors, contributing to digital library on advocacy tools, editing publications.

September—November 2008

*Geneva, Switzerland*

### Ethical Information Analyst Intern at Covalence SA, Ethical Quotation System

- Researching child labor in Uzbekistan's cotton industry and international policy efforts to combat violations of child rights in the region (incl. presenting and publishing paper), researching CSR of over 500 multinational companies, supervising team of interns on the entry of over 32,000 researched articles into analytical database.

## Work Experience in Education

April—November 2009

*Geneva, Switzerland*

### Coordinator of Foreign Language Camps at Berlitz Language Schools

- Developing curriculum for German, French and English language camps for children (ages 7-17), managing and training team of 10 teachers.

August 2006—July 2007

*Saint Petersburg, Russia*

### Teacher at International Language Academy and Kindergarten Aspekt

- Educating Russian children (ages 4-6), administering cultural programming, teaching English to faculty.

August 2005—July 2006

*Saint Petersburg, Russia*

### Assistant Teacher, Grades 4 and 5, at the Anglo-American School of Saint Petersburg

- Teaching mathematics, reading, social studies and science to international students (ages 9-11), developing and administering regionally-based social studies curriculum on government systems and regime change.

August—December 2005 *Saint Petersburg, Russia*  
**English Teacher and Consultant at St. Petersburg City Government's Committee for Foreign Investments and Strategic Projects**

- Consulting on presentations for foreign investors, editing documents on foreign investment projects, providing language instruction.

September 2002—August 2004 *Weimar/Erfurt/Berlin/Oranienburg, Germany*  
**Educator for Aktion Sühnezeichen Friedensdienste (Action Reconciliation Service for Peace)**

- Two year volunteer service included administering supplementary educational programmes for German and foreign school children (ages 12-18) on xenophobia and National Socialism in concentration camp memorials Buchenwald and Sachsenhausen, researching and preparing texts for exhibitions, researching victims' material claims in archives, editing and translating documents and museum catalogue, providing home assistance to victims of Nazi persecution, providing after-school tutoring for immigrant children from the former Soviet Union.

August—December 2001 *Asheville, North Carolina (USA)*  
**Mentor, Grades 1 and 2, at Emma Elementary School**

- Providing in-classroom learning assistance to immigrant children (ages 6-8) from the former Soviet Union

September 2000—May 2001 *Beer Sheva, Israel*  
**Primary School Tutor at Ethiopian Absorption Center**

- Providing after-school tutoring to immigrant children (ages 6-12) from Ethiopia.

### ***Education and Training***

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August 2007—December 2008 *Chapel Hill, North Carolina*  
**Master of Arts in Political Science**

**University of North Carolina Chapel Hill**

Intensive Masters program with study modules at Charles University (Prague, CZ) and Humboldt Universitaet zu Berlin (Germany) in welfare states, civil society, institution building and EU leverage in democratic transitions, civil and political developments in post-Soviet states and energy and security policy in the EU and CIS.

*Thesis: "The Paradox of the Putin Phenomenon: Democracy, Fairness, and Popular Support for President Vladimir Putin."*

October 2004—July 2005 *Berlin, Germany*  
**Certificate "Russisches Propaedeutikum I und II"**

**Humboldt-Universitaet zu Berlin**

Intensive Russian course (12 hr/wk)

August 1997—May 2002 *Asheville, North Carolina*  
**Bachelor of Arts**

**University of North Carolina at Asheville**

Major in Literature, Minor in Classics (Greek)

August 2000—July 2001 *Beer Sheva, Israel*  
**North Carolina Exchange Program**

**Ben Gurion University**

Studies in Middle East politics and culture, linguistics, literature and philosophy

### ***Language Proficiency***

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**English**—Native speaker

**German**—Fluency in reading, writing and speaking

**Russian**—Fluency in reading, writing and speaking

**French**—Intermediate level reading, writing and speaking

### ***Technical Knowledge***

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Mac OSX and Windows XP, Microsoft Office Suite, Internet, Citrix, Open Atrium, Basecamp, DreamWeaver, Dia, Dropbox, Sugarsync, Twitter, Facebook, Hootsuite, Managing News, Tattler, Google Alerts, Google Docs.

*For publications see website: [www.opak.info/katherin](http://www.opak.info/katherin)*

*References available upon request*