

# Maria Dolbunova

[mdolbunova@nes.ru](mailto:mdolbunova@nes.ru)

**Professional Interests:** Training of PhD candidates, helping graduates land their dream job.

## EMPLOYMENT HISTORY

### New Economic School

Sept 2017 – present

#### ENGLISH LANGUAGE INSTRUCTOR

Department of Humanities and Languages

#### CONSULTANT

Writing and Communications Center

### Keystone Foundation for Children and Families

April 2006 – April 2013

#### GENERAL DIRECTOR

Providing overall direction of Keystone Foundation in Russia; developing business strategies in conjunction with Keystone Foundation, Board of Directors, Keystone Senior Leadership and consistent with a strategic objective to develop comprehensive systems of services to children and families in Russia; assisting in the implementation of services to support children and families in the North Caucasus region of the Russian Federation.

### Keystone Human Services International

Sept 2004 – March 2006

#### REPRESENTATIVE IN RUSSIA, DIRECTOR OF DEVELOPMENT

Development of international internship program in Russia; serving as the initial General Director for registration over the Keystone Foundation for Children and Families; and identification/selection of candidates for international internship programs.

### Moscow College of International Economic Relations, Moscow, Russia

Sept 2003 – Aug 2004

#### LECTURER, ENGLISH LANGUAGE INSTRUCTOR

### Diplomatic Academy for the Ministry of Foreign Relations, Moscow, Russia

Jan 2002 – Aug 2004

#### LECTURER ON INTERNATIONAL NEGOTIATIONS, ENGLISH LANGUAGE INSTRUCTOR

### Rosneft, Moscow, Russia

Apr 2002 – July 2004

#### ENGLISH LANGUAGE INSTRUCTOR

## EDUCATION

### Monterey Institute of International Studies, Monterey, CA

Master of Arts in International Policy Studies

01/00 – 12/01

### Moscow State Linguistic University, Moscow, Russia

Bachelor of Arts in human and Applied Sciences

09/94 – 06/99

## REWARDS, FELLOWSHIPS

- Awarded full tuition by the Monterey Institute of International Studies, Monterey, CA, USA
- Fellow of the Ford Motor Company International Fellowship of the 92nd Street Y, New York, NY, USA

## COMMUNITY INVOLVEMENT

Jan 2006 – Dec 2008

**Co-Chair**, NGO-Corporate Partnership Committee of the American Chamber of Commerce in Russia (AmCham)