

Udovichenko Natalya Natalia

Female, 45 years, born on 1 November 1976

+7 (911) 7090119 — preferred means of communication

nata.8101@mail.ru

Skype: nata.8101

Reside in: Saint Petersburg

Citizenship: Russia, work permit at: Russia

Not ready to relocate, not ready for business trips

Desired position and salary

Construction Director

200 000

RUB

Specializations:

— Production engineer, quantity surveyor

Employment: full time

Work schedule: full day

Desired travel time to work: any

Work experience — 22 years 3 months

January 2021 — till
now
1 year 4 months

JSC "United Shipbuilding Corporation"

Saint Petersburg, www.aosk.ru

Project Manager

- participation in the development, review and approval of tasks for the design of construction and reconstruction of production facilities of subsidiaries;
- control of the timing and quality of work on pre-design studies, engineering surveys, design, capital construction, reconstruction and technical re-equipment of subsidiaries;
- participation in the development, review and approval of investment plans of subsidiaries in terms of the department's competencies, assessment of the feasibility of implementing investment projects;
- planning, organizing and coordinating the implementation of technically complex and large-scale investment projects for capital construction and reconstruction of production facilities of subsidiaries, including those implemented under state programs;
- ensuring timely commissioning of facilities;
- ensuring control over the timely development of the project budget and its targeted expenditure;
- interaction with state authorities on the development of a program for the development of production facilities, including within the framework of federal target programs and state programs regarding the development and approval of technical specifications for the implementation of the project, design assignments, design and survey work;
- formation of reports on issues within its competence.

June 2019 —
January 2021
1 year 8 months

LLC Transoil

Project Director

20 years 9 months

1 year 5 months

LLC "Transoil"

(Infrastructure Project)

- Operational management of the technical customer service at all stages of the construction of facilities from the "Due Diligence" to the end of the warranty period.
- Selection and management of the technical customer's personnel for the successful completion of

projects on time and achievement of the planned indicators.

- Development and implementation of regulations for the technical customer service, increasing the efficiency and quality of management, cost optimization.
- Control over the implementation of project implementation schedules in terms of the responsibility of the technical customer service.
- Interaction with city authorities, regulatory and supervisory authorities, minimization of risks in obtaining approvals.
- Development and financial control of the project budget.
- Preparation of tender documents and control of execution of contracts for design and survey work and approval.
- Preparation of technical specifications.
- Receiving and optimization of technical specifications.
- Management of obtaining IRD, development of project documentation and its approval.
- Quality control of projects, coordination of projects within the company and with city authorities.
- Provision of the necessary documentation and approvals from the technical customer at all stages of preparation for construction and construction and installation work.
- Obtaining the AIA, obtaining AVTU and TP acts, putting objects into operation.
- Quality control of design solutions and delivery of technical solutions during the warranty period.

January 2018 —
June 2019
1 year 6 months

QUATTROSERVICES LTD

Project manager

1 year 6 months

QUATTROSERVICES LTD

www.quattroservices.fi

(international project of the PEPSICO company)

Construction of an industrial facility in accordance with international standards.

- Organization and support of construction projects;
- Conclusion of contracts (control over the fulfillment of the terms of contracts) with contractors for R&D and construction and installation work, with enterprises for the purchase of materials and equipment;
- Preparation and collection of all documentation necessary for the construction of the facility;
- Development of work schedules;
- Ensuring control and technical supervision over: the timeliness of execution and issuance of design estimates and other documentation for construction work; targeted use of investment funds; compliance with the established deadlines for construction and commissioning of production facilities and fixed assets;
- Coordination with technical supervision authorities of issues related to the installation, testing and registration of equipment at construction sites;
- Formation of established reporting on projects;
- Carrying out works on acceptance and commissioning of facilities;
- Control over contractors (terms of work, compliance with construction technology, provision of as-built documentation, etc.);
- Conclusion of contracts for designer and construction supervision;
- Prompt settlement of issues arising in the course of construction and installation work;
- Organization of meetings with representatives of various authorities and interested organizations involved in the implementation of the facility and keeping the relevant minutes of the meetings.

April 2016 —
January 2018
1 year 10 months

Zheldoripoteka CJSC

Construction Director

1 year 10 months

Russia

- capital construction management at all stages of work, organization and control of construction and installation work and equipment supply, compliance with the quality and timing of work
- formation and optimization of the construction budget, rational use of capital investments and

increasing their efficiency

- coordination of changes in design and estimate documentation with the General Designer
- development of projects for long-term, medium-term and current annual plans for capital construction
- interaction with supervisory and regulatory authorities
- ensuring the timely commissioning of facilities
- control over the fulfillment by contractors of the instructions of state supervisory authorities and architectural supervision
- organization of work to reduce costs and improve the quality of construction work
- development in the prescribed manner of title lists for all capital construction projects, applications for construction materials and equipment
- control over the fulfillment of obligations by contractors for the warranty period
- organizing the transfer of objects to the operating organization
- carrying out tender procedures for capital construction and business activities of the company
- organization of work on keeping records and reporting on caps construction and business activities of the company
- organization of work on accounting and reporting of capital construction.

November 2012
— April 2016
3 years 6 months

Federal State Unitary Enterprise designer

3 years 6 months

"Siberian Scientific Institute of Aviation named after S.A. Chaplygin" (Scientific Research Center named after Zhukovsky)

Head of OKS (industrial construction)

- construction management at all stages of work, organization and control of construction and installation work and equipment supply by General Contractors, compliance with the quality and timing of work
- formation and optimization of the construction budget, rational use of capital investments and increasing their efficiency
- coordination of changes in design and estimate documentation with the General Designer
- provision of primary documentation to the accounting department
- interaction with supervisory and regulatory authorities
- development of projects for long-term, medium-term and current annual plans for capital construction, reconstruction, modernization and technical re-equipment of federal facilities
- development in the prescribed manner of title lists of construction projects and their coordination with the Ministry of Industry and Trade
- holding tenders for capital construction and economic activities of the institute
- interaction with the heads of scientific departments of the institute on the issues of reconstruction, modernization and technical re-equipment
- interaction with general contractors and general designer on construction and design issues
- coordination with the Ministry of Industry and Trade of budget financing and spending of funds, implementation of cash plans
- cooperation with the Federal Treasury of the Ministry of Industry and Trade for the timely financing of reconstruction, modernization and technical re-equipment
- Organization and implementation of procurement activities in accordance with Federal Law N 44 and Federal Law N 223

May 2012 —
October 2012
6 months

LLC "Rosneft-Novosibirsknefteprodukt"

Head of OKS

6 months

Novosibirsk

Head of OKS

Department management, tender procedures (SAM, R&D, construction and installation work, equipment), site preparation, equipment supply to the facility, acceptance of works (KS-2, KS-3),

commissioning of the facility.
HF plan monitoring, investment planning, financing plan control, reporting.

August 2011 —
May 2012
10 months

CJSC

Head of OKS, PTO

10 months

Sibaviastroproekt (FSUE SibNIA named after S.A. Chaplygin)

- * 1. . ZAO Sibaviastroproekt (FSUE SibNIA named after S.A. Chaplygin). Customer / general contractor service. The head of the VET is also the head of the OKS.
- * Management of the work of VET, organization and coordination of the activities of structural units for the preparation of construction production at construction sites, ensuring the rhythm of the implementation of production schedules, work schedules.
- * Determination of the amount of budgetary allocations for the implementation of investment projects under the federal program for the coming years.
- * Control over the development of investment funds.
- * Organization of preparation of documents for the participation of organizations in contract bidding.

January 2005 —
August 2011
6 years 8 months

JSC "Gazpromneft

Civil Engineer

6 years 8 months

JSC "Gazpromneft-Novosibirsk

- * 1. JSC "Gazpromneft-Novosibirsk". Customer service. Capital Construction Department. OKS engineer.
- * Collection of initial permits, technical specifications.
- * Obtaining a building permit, preparing objects for construction.
- * Interaction with authorities, supervisory organizations.
- * Checking the compliance of the work performed with design and estimate documentation.
- * Conclusion of contracts and control over the implementation of the scope of work by contractors, holding tenders.
- * Completing objects with equipment, holding tenders.
- * Control over financial flows, accounting.
- * Development and drawing up of an investment planning plan, a capital investment plan, a monthly report-monitoring of the development and financing of SIP, monitoring of the AC plan.
- * Development, compilation, updating and monitoring of network diagrams in the PRIMAVERA program;
- * Commissioning of facilities, preparation of primary accounting documents.

February 2000 —
February 2005
5 years 1 month

Fatsit LLC

engineer

5 years 1 month

Fatsit LLC

engineer estimator

- 3. Fatsit LLC. Production and construction company. Road construction. Engineer-estimator of the estimate and contract department.
- * Drawing up and checking estimates, calculations, KS-2, KS-3.
- * Work with contractors, conclusion and maintenance of contracts.
- * Work with customers, protection of estimate documentation.
- * Visits to objects, control over the amount of work.
- * Preparation of tender documents.

Personal qualities: Organizer, good management skills, sociable, easy to learn, orderly, active, responsible.

Education

Higher

- 2017 **Export-Akademie Baden-Württemberg**
(level 2)
- 1999 **Siberian State Transport University**
Scottish Highers

Key skills

Languages Russian — Native
 English — B2 — Upper Intermediate

Skills **Работоспособность**

Further information

About me Infrastructure Project Management, Technical Design > Technical Specification, Operations Management, Due Diligence, Project Execution, Financial Control, Preparation of tender documents and control, Quality Control, R&D, Construction site, Fixed Assets, technical supervision, Prompt settlement, construction supervision, Capital Investment, capital construction management, architectural supervision, Cost Reduction, Tender Process, Building materials, Construction Management, Tendering, Procurement, Preparation of tender documents, good management skills, monitoring of the development and financing, Department management, site preparation, investment planning, Civil Construction, Driving experience, development of project documentation and its approval, SIP