



# Международное волонтерство

## Как попасть и куда поехать?

Куда?

**Как?**

**Английский**

**Какой у Вас уровень английского на самом деле?**

<https://learnenglish.britishcouncil.org/online-english-level-test>

# Английский

- **Миф**
- Нужен супер уровень – C1, Advanced
- Нужен сертификат TOEFL, IELTS
- **Реальность**
- Intermediate, B1-B2 – достаточно (исключение, преподавание английского, высококвалифицированное волонтерство)
- Оценка через коммуникации (электронные письма + скайп-интервью)

**Лайф-хак: попросите друзей – переводчиков/иностранцев проверить ваши письма**



**Лайф-хак: можно поехать с экстремально низким английским – но это будет большой стресс и для Вас, и для организаторов.**



# **Application Form**



## VOLUNTEER EXCHANGE FORM

Please write in English

SURNAME Aituganova

FIRST NAME Nargiz

MALE ☐ FEMALE ☒

### PASSPORT DETAILS

STREET 7-32 Suleymanovoy

POSTCODE 420034

CITY Kazan

COUNTRY Russia

### \* ONLY IF YOU NEED VISA

PASSPORTNUMBER \* 753729986

PASSPORT ISSUED DATE \* 22.09.2016

PASSPORT EXPIRY DATE \* 22.09.2026

### PERSONAL DETAILS

BIRTHDATE 11/09/1992

NATIONALITY Russian Federation

OCCUPATION employee

E-MAIL nargissaituganova@yandex.ru

TELEPHONE

MOBILE +79172844197

### EMERGENCY CONTACT

NAME Nuryoga

RELATION Mother

TELEPHONE +79172844197

### LANGUAGES

speak well

English, Russian, Tatar

speak some

French, Arabic, Mandarin

### REMARKS ON HEALTH / SPECIAL NEEDS / DIET

Halal

### PAST VOLUNTEER EXPERIENCE (country, year and type of work)

the UK (2015-2016) Centenary War Memorial Listing Project (war memorials photo documentation and basic research);  
Russia (2012/2013/2014) Kyzyl Kyragino International Archaeological Expedition (interpretation/excavations)

# Резюме

- Российское резюме и международное отличаются друг от друга!

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## Aituganova Nargiz

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11/09/1992

7 Suleimanovoy st, 32

Kazan, Tatarstan

420034 Russia

Tel : +79172844197

E-mail : [nargissaituganova@yandex.ru](mailto:nargissaituganova@yandex.ru)

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### EDUCATION

1999–2009 tatar gymnasium № 2 in Kazan, Tatarstan

2009–2014 – Kazan (Volga Region) Federal University, Oriental studies – Specialist in International Relations (English and Arabic languages);

2010–2012 – French courses, Alliance Française de Kazan;

May, 2012 – participation in Kazan Model of United Nations as the delegate of China, Security Council;

May, 2012 – participation in the english conference of the department of International Relations of Kazan State University;

June – July, 2012 – Arabic summer course, University Abdelmalek Essaadi, Morocco.

December 2012 – French language internship, CIF, University of Perpignan, France

# Лайф-хак: Универсальная европейский форма резюме – Europass:

<https://europass.cedefop.europa.eu/editors/en/cv/compose>


Sign in 

Curriculum vitae

European skills passport


Language passport

Cover letter

 Prepare your interview

 Five principles for a good CV

 Options - Logo

 Your opinion

PERSONAL INFORMATION

 Fill in

TYPE OF APPLICATION

 Fill in

WORK EXPERIENCE

 Fill in

EDUCATION AND TRAINING

 Fill in

PERSONAL SKILLS

Mother tongue(s)

 Fill in

Foreign language(s)

 Fill in

Communication skills

 Fill in

Organisational / managerial skills

 Fill in

Job-related skills


 Fill in

Digital skills


 Fill in

ADDITIONAL FIELDS

 Photo


 Other skills

 Driving licence

 Additional information

 Attachments

 Erase

 Import file

 Preview

 Publish CV

 Export

PERSONAL INFORMATION

Nargiz Aituganova

2A Kosmonavtov Street, 129301 Moscow (Russia)  
+79172844197  
nargissaituganova@yandex.ru

WORK EXPERIENCE

- 01/07/2018–Present **Research associate (Department for World Heritage and Intern Communications)**  
Russian Research Institute for Cultural and Natural Heritage, Moscow  
- coordination of research projects  
- field and desk research for World Heritage management planning and HIAs
- 01/11/2016–Present **World Heritage Coordinator**  
Bolgat State Historical and Architectural Museum-Reserve, Bolgat (R)  
- monitoring of the implementation of the 2016-2021 Management Plan  
- implementation of the World Heritage awareness-raising activities  
- implementation of World Heritage volunteers action camps (2017, 2018 and
- 01/04/2014–Present **Co-Founder**  
Goodsurfin, Kazan (Russia)  
- implementation of volunteering projects  
- research and methodological support for volunteering projects and campaign Geographical Society, UNVolunteers)  
- research and impact assessment of volunteering projects
- 01/11/2017–01/06/2018 **Senior specialist**  
Regional Foundation for the Revival of the Monuments of History and Republic of Tatarstan, Kazan (Russia)  
- research on World Heritage in the Republic of Tatarstan  
- coordination of the preparation and translation of HIA reports  
- coordination and monitoring of the projects on the youth engagement in World Republic of Tatarstan  
- communication with the National Commission of the Russian Federation for Ministry of Culture of the Russian Federation
- 01/09/2016–01/11/2017 **Project Coordinator**  
Cultural World Heritage Resource Centre, Kazan Federal University, Kazan (Russia)  
- basic research on World Heritage  
- coordination and organization of workshops and seminars on World Heritage  
- coordination of the master programme on World Heritage Management
- 01/11/2014–01/11/2017 **Bolgat International Archaeological Field School Project Coord**  
Khalikov Institute of Archaeology, Kazan (Russian Federation)

EDUCATION AND TRAINING

01/09/2015–01/09/2016 **MA in World Heritage Studies**  
University of Birmingham, Birmingham (United Kingdom)  
**Main subjects:**  
Critical Approaches to Heritage: Issues in World Heritage Management; Tourism Management at World Heritage Sites; World Heritage Case Study; Research Skills and Methods; Heritage Interpretation; Heritage Management Practices  
**Thesis Title/Supervisor:**  
World Heritage nomination of industrial heritage sites in Russia. The case studies of Shul and Nizhny Tagil Steel Works / Dr. Helle Jørgensen

01/09/2009–01/06/2014 **Specialist in International Relations**  
Kazan Federal University, Kazan (Russia)  
**Thesis title/Supervisor:**  
Russian-Moroccan relations in 1992-2013 / Prof. Yakov Grishin

PERSONAL SKILLS

Mother tongue(s)	Russian, Tatar				
Foreign language(s)	UNDERSTANDING		SPEAKING		1
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	
	TOEFL (103), IELTS (7.0)				
French	B1	B1	B1	B1	
	DELFT B1				
Arabic	A2	A2	A2	A2	
	Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user Common European Framework of Reference for Languages				

ADDITIONAL INFORMATION

- Memberships**  
ICOMOS, Russia
- Projects**  
**2020 World Monuments Watch**  
World Monuments Fund  
04-05/2019  
Emerging Professional External Reviewer
- Mausoleum of Khoja Ahmed Yasawi World Heritage Site State of Conservation Assessment**  
International Institute for Central Asian Studies  
7-30/04/2019, Turkestan, Kazakhstan  
Researcher

Field School for Camp-Leaders and Media Volunteers

Russian Geographical Society  
31/03 - 7/04/2019, Russia  
Programming Director

Innovative Interpretation of Industrial Heritage

Culture Hub Croatia  
16-29/09/2018, Rijeka, Croatia  
Volunteer-Researcher

European Cultural World Heritage Routes Project

05/2016 – 06/2016, Brussels, Belgium  
Intern-Researcher

Centenary War Memorial Listing Project

Historic England  
11/2015 – 04/2016, Birmingham, the UK  
Volunteer-Researcher

Publications

Aituganova, N., Vileikis, O. (2018) White Paper on World Heritage in Tatarstan. URL: <http://platformaxi.org/wp-content/uploads/2018/09/unesco-wh-tatarstan.pdf> (Accessed: 29/04/2019)

Volunteering

**Kyzyl-Kuragino International Archaeological Expedition in the Republic of Tuva**  
Russian Geographical Society  
August 2012/June 2013/ July 2014  
Translation and interpretation

Conferences

- Capacity-Building Workshop for team leaders of the World Heritage Volunteers Initiative**  
UNESCO World Heritage Centre  
12-15/03/2019, Paris, France  
Participant
- Best practice models of volunteering for European Cultural Heritage Project Preparation Meeting**  
European Heritage Volunteers  
26/11 - 30/11/2017, Weimar, Germany  
Oral presentation (Bolgat World Heritage Volunteers project)
- World Heritage Young Professional Forum 2017. Memory: Lost and Recovered Heritage within the framework of the 41st session of the World Heritage Committee**  
25/06 - 4/07/2017, Krakow, Poland  
Russian Federation delegate
- International Youth Forum on Creativity and Heritage along the Silk Roads**  
UNESCO Beijing Office, National Commission of the People's Republic of China for UNESCO  
17/04 - 22/04/2017, Changsha and Quanzhou, China  
Russian Federation delegate
- World Heritage Theory, Policy and Practice Conference**  
Brandenburg University of Technology  
12/04 - 14/04/2017, Cottbus, Germany  
Poster presentation (World Heritage and harsh climatic conditions: the case of the Bolgat Historical

# Мотивационное письмо



# Лайф-хак: на каждый проект нужно писать отдельное МОТИВАЦИОННОЕ ПИСЬМО.

What is your motivation  
to join Bolgar Volunteers  
Camp?

Firstly, volunteering is my chance to make a difference and be part of making the world a better place. My passion to travel and interact with various cultures and people, and I believe Russia will be the perfect place to start by being part of that marvelous community; learn new skills and get an advance in my career.

# Что писать? Много? – 4 абзаца

Dear Sir or Madam,

I would like to apply for the Persian Garden and Qanat World Heritage Volunteers project held from 20<sup>th</sup> August to 1<sup>st</sup> September 2019 at Pahlavan Pour Garden and Hassan Abad Qanat, Mehriz, Yazd, Iran for the following reasons:

The first, working as a research associate at the Russian Institute of Heritage within the field of World Heritage studies, I would like to enhance my fieldwork experience: the understanding of practical process of World Heritage conservation is vital for me, for instance, in terms of my work in developing management plans. In this light.....

The second, currently, Iranian culture and heritage is not well-known in Russia. I would like to not only experience the diversity of Iranian cultural by myself, but also to promote it via publishing a long-read and short diaries at <http://community.goodsurfing.org>.

Finally, I find atmosphere created by international volunteering projects of people of various backgrounds as the most inspiring ones to work within. I am sure that my previous international volunteering experience as well as work experience would fit the project well both for hands-on activities and awareness-raising activities, including promotion of the Persian Qanats and Gardens and educational activities for children.

Yours sincerely,  
Nargiz Aituganova

# Cover Letter

Aituganova -  
Application

PDF



Dear Sir or Madam,

Please find [!\[\]\(e78f798d4ea5c530c9db49e7d26e6b95\_img.jpg\) attached](#) below my application for for the First Aid to Cul

Please let me know if any additional documents or information is neede

Yours sincerely,

Nargiz Aituganova

Dear Sir/ Madam,

I recently saw the **BIA Student Experience Ambassadors** job opportunity listed on the WorkLink web-site and would like to apply for this position. I am studying for an MA in World Heritage Studies at the University of Birmingham and am aiming to find part-time work on campus.

As an international student at the University of Birmingham, I met BIA's Student Ambassadors during Welcome Week 2015. Their role in making a positive first impression on behalf of the University, showing me that it is truly a positive and friendly place to study, was significant.

As you can see from my attached CV, I have extensive work and volunteering experience in the field of international student support, at academic and research institutions in Russia. These experiences have taught me that working with people from different countries and cultures is the most advantageous and inspiring environment in which to utilise my communication and organisational skills to maximum effect.

The approaching period of summer English courses will demand friendly and well-organised 'welcome' activities and I believe I could make a significant contribution to these as a member of the BIA's Student Ambassadors team.

Thank you for considering my application for this post. I am available for interview at any time and I look forward to hearing from you.

Yours faithfully,

**Виза**

# Страшно? Протестируйте себя на международном волонтерском проекте в России:

- Международные спортивные мероприятия
  - Волонтерские лагеря ЮНЕСКО
- Международные волонтерские экспедиции РГО



Наргиз Айтуганова • [nargizaitugan@gmail.com](mailto:nargizaitugan@gmail.com)