

SOFYA MUSTETSOVA

Management & Research

Vienna
mustetsovasofia@gmail.com

ABOUT ME

I am a project and research professional with 5+ years of experience working across cultural institutions, research environments, NGOs, and independent initiatives.

My work focuses on the operational and infra-structural side of projects: budgets and funding coordination, administration, documentation, logistics, as well as e.g. development and maintenance of digital interfaces, archival logic and beyond.

I am used to taking responsibility for how projects function day to day and over time, and I combine this with technical skills that allow workflows to be stabilised, automated, and scaled upon necessity.

EDUCATION

BA Philosophy | 2020 – 2025
University of Vienna, Vienna
BA Computational Linguistics
2018 – 2019 | HSE University, Moscow
BA Graphic Design | 2016 – 2018
HSE University, Moscow

TOOLS

Management/Administration: Jira, Excel
Coding: Python, R, SQL, HTML+CSS+JS, CMS (e.g. Typo3, WordPress)
Design: Figma, Adobe Suite
Languages: English (C1), German (C1), Russian (native), French (A1), Polish (A1)

*Recommendation letters and certificates available upon request

EXPERIENCE

Project manager and assistant
Freelance
VIENNA | 2019 – present

Worked across cultural and research projects with research institutes, NGOs, galleries, festivals and private individuals.

>> Operational Management:

- >> Managed project budgets, funding coordination, administration, and logistics
- >> Coordinated cross-functional teams including technical specialists, creative professionals, and institutional partners;
- >> Managed schedules, dependencies, and deliverables
- >> Organised and supported exhibition and event production from planning through execution

>> Systems & Infrastructure:

- >> Structured and maintained documentation systems (inventories, metadata, contracts, image archives, texts)
- >> Developed and maintained digital infrastructure (websites, CMS platforms) with focus on scalability and ease of maintenance
- >> Implemented workflow automation and structured data handling to reduce manual overhead and improve operational efficiency

Projects included collaborations with:

Galleries (WAF Gallery, UA26)
Cultural spaces and festivals
(e.g. Das LOT, Sonic Territories)
Research institutes (CEU, WU)
NGOs (Open Future Lab, EJÖ, UCJ etc.)
Private individuals (art collectors, artists)

SOFYA MUSTETSOVA

Analysis & Research

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EXPERIENCE

Research Assistant
Central European University (CEU),
Department of Economics
VIENNA | 2025

focus: R, STATA, large-scale data analysis, economic research, quantitative methods, dataset management, hypothesis testing, type I and II error

Supported a research project on labor markets and social mobility, working with large-scale economic datasets from ORBIS and FIBU databases

- >> Managed and processed >1 million business entries: cleaned, filtered, structured, normalized, and standardized data using R and STATA
- >> Applied statistical equations translated from academic research papers
- >> Prepared datasets for hypothesis testing and analysis phases
- >> Coordinated data workflows with research team and documented data processing procedures to ensure accuracy and consistency
- >> Developed transferable expertise in structured information systems applicable to art market data, archives, and collections

EXPERIENCE

Researcher / Project Contributor
Open Future Lab – ERSTE Foundation
VIENNA | 2025

focus: qualitative research, interview methodology, thematic analysis, research documentation, OCR

- >> Conducted qualitative research, including interviews and qualitative analysis
- >> Transcribed, structured, and documented interview material
- >> Synthesised findings and insights for internal research use
- >> Supported research documentation and internal coordination

EXPERIENCE

Data Analyst
Center for Strategic Analytics and Big Data
(HSE ISSEK)
MOSCOW | JANUARY 2022

focus: market research and analysis, trend identification, prediction reports, thematic analysis

- >> Analyzed semantic and trend maps in the virtual/augmented reality market to uncover emerging themes and shifts.
- >> Identified thematic patterns, interpreted structural relationships, and provided contextual insights to inform strategic direction.
- >> Passed selection and was offered the position (declined for geopolitical reasons)

EXPERIENCE

**UX/UI Designer
& Frontend Developer**
Freelance
2019 – present

Designed and developed responsive websites and digital infrastructure for cultural organizations, NGOs, and private clients, managing full project lifecycle from concept to deployment.

>>> **Design & Development:**

- >> Interface design and visual identity development
- >> Responsive web design and UX research
- >> Custom CMS integration (Decap CMS, TYPO3, WordPress)
- >> Frontend: HTML, CSS, JavaScript, Git workflow
- >> Performance optimization and image compression
- >> Deployment workflows (Vercel, Netlify)

>>> **Backend & Maintenance:**

- >> TYPO3/WordPress backend work
- >> User permissions and form configuration
- >> Regular updates and troubleshooting

>>> **Project Management:**

- >> Translating client requirements into technical solutions
- >> Full project lifecycle from concept to deployment
- >> Adapting approach based on project complexity . and client needs

portfolio:

<https://sofyam-portfolio.vercel.app/>

focus: web dev, design, research, HTML, CSS, JS, GitHub, Figma, Adobe Suite
CMS: TYPO3, WordPress, Elementor, DeCap, Vercel, Netlify