

# Olga Melekesova

Director of Administration

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Olga Melekesova joined the Moscow office of King & Spalding as Director of Administration in May 2011 after advising the working group of the firm prior to the office opening. Since then, Mrs. Melekesova helped with the opening of several other locations, including in Tokyo and Brussels. She is responsible for all administrative operations, planning and budgeting, oversight for financial functions, as well as human resources, office services, facilities management, secretarial services, marketing, recruiting, records management, and technology/information services.

Prior to joining King & Spalding, Mrs. Melekesova served in the same capacity for the Moscow office of the former Hogan & Hartson for 16 years through its growth and eventual merger with Lovells in 2010.

Before that, Mrs. Melekesova was with US West/ RTDC in Russia, where she worked in business development.

