



Project manager

Professional summary

Project Manager with 6.5+ years of experience. Highly skilled in organizing and conducting productive team's work, planning as well as leading activities. Is able to deliberate and implement the project improvement plan on all its stages and to manage of several projects simultaneously. Deep experience in adhering the Scrum process on different projects. Has Advanced level of English and German.

Education

European University Viadrina. Qualification awarded: Master's Degree in Intercultural Communication

National University named after I. I. Mechnikov. Qualification awarded: Master's Degree in German language & literature

Industries

Enterprise, Information Services, Travel, Service Sector, EdTech

Technologies and tools

- Jira, Confluence, Pivotal
- MS Project, Trello
- Figma
- Draw.io, Mindmaster, Coggle.it
- TestRail, SonarQube
- Agile (Scrum, SAFe, Kanban)

PROJECTS

Asseco Live

Duration: 06.2019 – till now

Asseco Group Holding is one of the largest IT companies in Europe and unites more than 60 companies around the world. The holding is engaged in automation and development of IT solutions both in the financial sector and in telecommunications, medicine, energy, industrial and gas sectors around the world. Our specialists are engaged in the development of a CRM system for the contact center of banks and insurance companies.

Team

4 specialists

Position

Project Manager

Responsibilities

- Organizing and managing team's work process, conducting the meetings in accordance with Scrum
- Analysis of the project requirements
- Preparing business requirements and functional specifications
- Conducting different types of meetings
- Writing user stories
- Progress and quality control
- Communication with stakeholders, maintaining relations with the Customer

Technologies and tools

- Jira, Confluence, TestRail, SonarQube, MS Project, Webex, Figma, Minmaster, Draw.io, MS Office, Git

TUI Group is a German travel and tourism company headquartered in Hannover, Germany. It is the largest leisure, travel and tourism company in the world, and owns travel agencies, hotels, airlines, cruise ships and retail stores. General request of the project is to be able to define a list of hotels belonging to a touristic region and access that later in the website to show offers for all those hotels.

Team

4 specialists

Position

Project Manager

Responsibilities

- Organized and managed the team's work process, conducting the meetings in accordance with Scrum
- Analyzed the project requirements
- Prepared business requirements and functional specifications
- Conducted different types of meetings
- Wrote user stories
- Progress and quality control
- Communicated with stakeholders, maintaining relations with the Customer

Technologies and tools

- Jira, Confluence, Pivotal, TestRail, SonarQube, Google Docs, Slack

Ufodrive

Duration: 12.2016 – 02.2018

Our team has been developing 2 applications: booking.ufodrive.com - for renting and control cars using built-in otaKey module and UFODrive Operation - for the internal management of the company. Entirely using a smartphone App, clients can experience an electric ride with the Tesla Model S.

Team

10 specialists

Position

Project Manager

Responsibilities

- Analyzed the requirements of the project
- Communication with the Customer, finding out and discussing the key business needs
- Organized and managed the team's work process, conducting the meetings in accordance with Scrum
- Tasks evaluation
- Monitored the progress and quality control
- Updated the documentation

Technologies and tools

- Jira, Trello, MS Project, Skype, Wiki, Google Docs

Eurofunk

Duration: 01.2016 – 11.2016

Eurofunk is one of the largest system which specialists in planning, setting up and operating command centers and emergency centers in the field of public safety, as well as industry and transport. Clients are fire services, rescue services, police, production (Austria, Holland, Germany).

Team

10 specialists

Position

Project Manager

Responsibilities

- Discussed the scope of tasks and requirements with a Customer and a team
- Tasks evaluation
- Organized and managed the team's work process, conducting the meetings in accordance with Scrum
- Conducted the different types of meetings (Daily, Sprint Planning, Backlog Refinement, etc.) and monitored the progress
- Wrote and updated the documentation
- Checked the quality control, made a plan of improvements and its implementation
- Made reports

Technologies and tools

- SAFe, Jira, Confluence, Wiki, Google Docs

We were involved in the development of a cross-browser service for distance staff training. The service consists of client and administrative parts. For example, after installation, the author can create materials for training and relevant documentation (recording video of step-by-step transitions for new software) and providing an access to users around the world. Thus, users receive support in the study of new software.

Team

4 specialists

Position

Scrum Master / Product Owner

Responsibilities

- Organized and managed the team's work process, conducting the meetings in accordance with Scrum
- Analyzed the project requirements
- Conducted different types of meetings
- Progress and quality control
- Communicated with stakeholders, maintaining relations with the Customer

Technologies and tools

- Jira, Confluence, Coggle.it, MS Teams, Wiki, Google Docs, Slack

We have developed a reactive web application Customer Portal, which is connected to an existing larger server application. The main functionality gives customers the opportunity to work with the Customer Portal, provides a convenient interface for checking requests, reports on problems, collecting data.

Team

6 specialists

Position

Project Manager

Responsibilities

- Communicated with a Customer
- Performance of project planning
- Project initiation, risk management
- Created short-term goals and assigning tasks to the team members
- Managed, monitored and forecasted the project execution
- Supported the development and testing processes
- Analyzed and evaluated the project: methods, estimates and results

Technologies and tools

- Jira, Confluence, TestRail, SonarQube, MS Project, Webex, Figma, Minmaster, Draw.io, MS Office, Git