

General Information

First name, birthday	Olesya, 01.10.1991
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Education

Institute of higher education	Siberian State Industrial University, Novokuznetsk Institute of Information Technology and Automated Systems, Applied Computer Science
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Foreign languages

	Everyday topics			Professional topics		
	Reading	Writing	Speaking	Reading	Writing	Speaking
English	Intermediate	Intermediate	Elementary	Intermediate	Intermediate	Elementary
Russian	Fluent	Fluent	Fluent	Fluent	Fluent	Fluent

Professional Activity/Experience (Summary)

Good experience as Business Analyst, strong analytical skills
Manage projects through all phases of the software development life cycle, including project initiation, requirements and specifications, architecture design, construction, testing, installation
Excellent written and verbal business communication skills
Experience as Marketer, advertising, promotional materials, work with web-statistic tools (Yandex metrika, Google Analytics)
Experience with advertising campaigns Yandex.Direct and Google Adwords
The writing and editing of texts, seo-optimization

Projects Experience

Period	From 09.2015	To Present time
Position	Project Manager	
Responsibilities	<ul style="list-style-type: none">- Creation and management of IT products- Business Process Automation- Planning- Control for time-limit- Development team management	
Environment	KANBAN \ Scrum \ Agile Project Management \ MSProject \ Redmine	

Period	From 04.2013	To 09.2015
Position	Project Manager	
Responsibilities	<p>The company is engaged in development, maintenance and monetization of their own Internet projects.</p> <p>Duties, Functions:</p> <ul style="list-style-type: none"> - Support the development of the previously defined project concepts, - Improving the functionality and content of projects, - Planning and implementation stages of development projects with the requirements of the industry, - Monitoring the quality of projects KPI, - Coordinating the work of the project team (team of 10 programmers, DTP 2 people, designers - 3 people, content managers 10 people, marketing and seo-optimizers - 5 people, managers, sales and call-center - 20 people, QA - 2 people, copywriters, rewriter - 6 persons) - Coordination of advertising budgets with the head of the company and the evaluation of the effectiveness of campaigns, - Record keeping. <p>Also:</p> <ul style="list-style-type: none"> - Project manager of big tourist portal, - Corporate site development - Supervision of other internet projects 	
Environment	KANBAN \ Scrum \ Agile Project Management \ MSPProject \ Redmine	

Period	From 03.2013	To 09.2015
Position	Business Analyst	
Responsibilities	<p>The company is engaged in the development, maintenance and monetization of their own Internet projects.</p> <p>Duties, Functions:</p> <ul style="list-style-type: none"> - Work with web-statistic tools (Yandex metrika, Google Analytics); - Implementation of information support of the current statistics manager projects and department seo-optimization - Market analysis and implementation of changes in the industry projects - Identification of methods for carrying out the experiments and collect the necessary metrics for the pre-analytics innovations to projects - Assessment of changes in the metrics and KPI projects after the implementation of innovations, - Experiments (AB - testing, testing on the target audience) <p>Also:</p> <ul style="list-style-type: none"> - Supervision of other internet projects 	
Environment	Scrum \ Agile Project Management \ Yandex metrika \ Google Analytics \ MSProject \ Redmine	

Period	From 11.2013	To 04.2014
Position	Marketer	
Responsibilities	Duties, Functions: <ul style="list-style-type: none"> - Development and implementation of media plans; - Advertising (media, the Internet, outdoor advertising, transport, etc.); - Search for partners and platforms for advertising; - The writing and editing of texts for promotional materials; - Work in social networks SMM-management; - Monitoring of publications in the media about the company; - The writing and editing of texts for promotional materials; - Monitoring competitors and their promotional activities; - Paperwork; - Work with web-statistic tools (Yandex metrika, Google Analytics); - Advertising campaigns Yandex.Direct and Google Adwords; - Work with site content: text, image processing (Corel Draw, Photoshop) 	
Environment	Corel Draw \ Photoshop \ Visio \ Yandex metrika \ Google Analytics \ Yandex.Direct \ Google Adwords	

Period	From 03.2012	To 11.2013
Position	Engineer	
Responsibilities	Duties, Functions: <ul style="list-style-type: none"> - Demos, presentations, video reports, which including editing and archiving of materials; - Editing of materials and control of broadcast TV system of the University; - Update the materials and texts of the University site 	
Environment	Corel Draw \ Photoshop \ Visio	

Professional Skills

Skills	Experience, in years	Level	Last used, year
Operational systems			
MS Windows	4	Advanced	2016
Project Tracking			
Redmine	3	Advanced	2016
MSProject	3	Basic	2016
Management			
Business analysis	3	Advanced	2016
Human resources	3	Basic	2016
Testing	2	Basic	2016
SEO	3	Basic	2016
SMM	3	Advanced	2016
Copywriting	3	Advanced	2016
Project Management	3	Advanced	2016
Business development	3	Basic	2016
Functional testing	2	Basic	2016
Demo presentation	3	Advanced	2016
Requirements analysis	3	Advanced	2016
Google Adwords	3	Advanced	2016
Yandex.Direct	3	Advanced	2016

Marketing	3	Advanced	2016
Design			
Banner design	4	Basic	2016
Graphic editors			
Visio	4	Basic	2016
Photoshop	4	Basic	2016
CorelDRAW	4	Basic	2016