

Maryna Vlad

IT PROJECT MANAGER



SUMMARY

IT Project Manager with almost 1 year of experience.

Adaptability in managing multiple projects as well as helping the business meet needs.

Using all the values of the Waterfall/Agile methodologies for successful project management.

Managing stakeholder and project expectations within budget, scope and time, which are closely related to quality.

WORK EXPERIENCE

Brilliant IT

2022 - 2023 **Project Manager / Account Manager / Resource Manager**

Some of the PM projects:

1. maximswedding.com.ua
 - Technology: wordpress
 - Team: 3 team members
 - Ground Rules, Terms of Reference, Project plan, Project stages, Google doc with needed notes, Bugtracker etc.
 - Scrum + Kanban + Waterfall
 - Project management where the main goal was achieved - stakeholders and team satisfaction.
2. Central Universal Exchange
 - Technology: YII
 - Team: 5 team members
 - Slack, Jira, Confluence, Bugtracker, Terms of References, Project plan, Google doc with needed notes, RACI etc.
 - Scrum + Kanban + Waterfall
 - I was an assistant of the Head of PM, where I helped with documentation, creating tasks, meetings etc.

Some of the AM projects:

- inter-tex, white story, sposa-lia, delsa.it, pressy, tep.ua etc.

UKiService

2020 - 2022 **International Relations Manager**

of Billing Department

- Maximum gathering of requirements for the correctness of billing to reduce the risks

of Delivery tickets

- Creating 100 Delivery tickets based on customer needs each day

of Documents

- Monitoring and control of receiving documents with the correct date, address, goods, insurance and etc.

EDUCATION

Golt Academy

IT Project Manager/2022

The experience of working 2 months over the pet project - PetsSupportUA

Chernivtsi National University of Yuriy Fedkovych

Bachelor's degree in International Economic Relations 2016-2020

CONTACTS

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Chernivtsi

HARD SKILLS

- Strategic project planning
- Project lifecycle management
- Meeting facilitation
- Using instruments: Bugtracker, Jira, Confluence, Slack, Schoology, Excel, Miro etc.
- Documents: WBS, RACI, Ground rules, Cost Baseline, Stakeholder register with roles etc.

Methodology

- Scrum
- Kanban
- Waterfall

SOFT SKILLS

- Effective listening and organizations skills
- Open-minded person with quick learning skills
- Flexible
- Cooperative
- Strategic and analytical thinking
- Meticulous

LANGUAGE SKILLS

- English - Upper-intermediate
- Ukrainian - Native
- Russian - Native