

PROJECT MANAGER



ANASTASIIA BOHDAN

PERSONAL INFORMATION

I have a huge initiative and professional skills to realize myself in the position PM. I quickly adapt to the requirements of the company and approach the quick implementation of the tasks assigned to me. It will not be difficult for me to learn new methods and skills. My strong point is stress resistance and a great desire to work and gain new experience in the field of IT.

WORK EXPERIENCE

2019-2020

ADMINISTRATOR OF THE TECHNICAL SUPPORT DEPARTMENT.

- Monitor and control project status
- intermediary between the client and the Technical Specialist
- Office management
- Mentoring of new employees

2022

OFFICE MANAGER

- Content management Confluence
- Manage budgets and deadlines
- Document management
- Office management
- Managing a team of 6 people

EDUCATION

2018-2022 / 2022-2024

Dnipro National University Department of Economics
Speciality "Entrepreneurship, trade and exchange activity"

CERTIFICATES

2021

Course Completion Certificate PM
from IT-school "Hillel" with a mark 96/100 mark.

2022

SCRUMstudy - Accreditation Body for Scrum and Agile
Scrum Fundamentals Certified

SKILLS

- People management
- Risk management
- Good communication
- Time management
- Work with budget
- Basics of Agile (Scrum, Kanban)
- Attention to details
- Jira

LANGUAGES

Russian - Fluent
Ukrainian - Fluent
English - Intermediate