

## Personal Details



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I want to obtain a position of a project manager where I can use my ability to organize and automate processes in the team and take advantage of my knowledge of English.

## Work experience

Web design team coordinator, INFUSEmedia (August 2022-present, 9 months)

- Managing the team load, task management
- Communicating with the team and maintaining team spirit, a proper level of motivation
- Working with diverse tasks by means of Google Sheets and Bitrix24
- Communication with other departments
- Clarifying task details

Coach ICF, more than 100 hours of practice, more than 130 hours of training (June 2021-present, 1 year 9 months)

- Maximizing personal and professional potential
- Making communication effective by virtue of defining and working on the intended goal
- Partnering with clients
- Prepare, organize and review client information obtained during the session

## Education

National University of "Kyiv-Mohyla Academy", faculty of social sciences and social technologies, bachelor degree in social work (2021-present)

## Personal Qualities

- **Versatile** — I combine both structured thinking and punctuality with creativity and great interpersonal skills when working
- **Diligent** — Work at 100 percent and meet all deadlines
- **Ambitious and self-motivated** — Gained multiple certificates and always in the process of studying
- **Articulate** — Experienced in diverse communication, able to describe succinctly and clearly, build effective communication

## Main accomplishments

- Our team has broken a record of the general number of accomplished tasks per work day by means of effective task management and maintaining a great motivation level (the last record was 412 tasks and edits made in one day)
- I have built strong bonds both with the whole team and with each team member and have created a pleasant atmosphere in the team.

## Skills

1. Language skills: English — proved C1; Ukrainian — native; russian — C2; Chinese — A2; Turkish — A2.
2. Computer literacy: Excel/ Google Sheets; Bitrix24; Miro; Trello; Notion; Jira; Figma.
3. Implementation Agile methodologies such as: Scrum, Lean, Kanban

## Certificates

1. IELTS General Training — band 7.0 (C1 level)
2. An Accredited Coach Training Program certificate (ACTP ICF)
3. A Scrum Master Certification — LearnQuest, Coursera
4. HSK3 (Chinese Proficiency Test) + HSKK (Chinese Proficiency Spoken Test) certificates
5. An ICF membership certificate