

PROJECT MANAGER



Yevheniia Melnyk

During 10 years has worked in construction, the last 6 years as the chief architect of the project (I have an architect's certificate), of which 1.5 years as a project manager, 4.5 years as a project manager in the customer's service in construction sphere. I plan to try myself as a project manager in the IT industry, I know how to work with schedules, reports, plan projects, manage a team and budgets. Completed "GO IT" courses for the position of IT project manager in 2023.

CONTACTS

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HARD SKILLS

- Time management
- Risk management
- Budgeting
- Staff Management
- Project Starter
- Qualified PC user:
Jira, Confluence, MS office,
CRM apps., Miro, Archicad,
3d max, Business manager
facebook, Google workspace

SOFT SKILLS

- Reliable
- Communicable
- Determined
- Problem-solving

LANGUAGES

English - Intermediate
Ukrainian - Native
Russian - Native

WORK EXPERIENCE

2020 - 2023

Chief architect of the project, project manager (construction)

DIM group of companies

(and the same position 2018-2020 LTD Intergal Bud)

- Town planning calculation (analysis of land plots for development);
- Support of projects at all stages of design (from landing on plot to be implemented);
- Verification of compliance of projects with state regulations construction;
- Verification of compliance of projects with principle decisions the customer;
- Approval of conceptual solutions;
- Management of architectural projects of groups of designers of each individual project;
- Cooperation with "operators" of commercial premises;
- Coordination of decisions between all departments of the customer (commercial, managers, technical, design, etc.);
- Downloading documentation in e-construction.

Achievements: Influenced the reduction of project implementation costs; put the buildings into operation.

2013 - 2018

Lead architect, project manager (construction)

LTD Da Vinci group

- Analysis of land plots for development;
- Project examination;
- Management of a group of leading architects and, accordingly projects;
- Author supervision;
- Drafting and control of project budgets;
- Compilation of schedules for issuing drawings of Art. P and Art. RD;
- Design control, analysis of design solutions;
- Conducting meetings with customers;
- Development, measurements and verification of technical passports;
- Development of visualizations of sales catalogs and concepts.

Achievements: The construction project he led won an award in England; Successful experience in project budgeting and team management.

EDUCATION / COURSES

2023 GO IT, Project manager IT; Skillsetter, Scrum and Agile practice.

2020 and 2022 AFFHUB, "Advertising Facebook" (2022); Stepic "Mobile advertising Facebook" (2020); Stepic "Basics of search optimization (SEO), Site ranking factors" (2020).

2018 Certification, Chief architect certificate (construction)

2007 - 2013 Kyiv National University of Construction and Architecture (KNUBiA), Master of Architecture