

Alesia Yakimovich



Phone number: + 375 33 640 35 18
e-mail: alesia.yakimovich@gmail.com
Skype: alesia.yakimovich
Citizenship: Belarus
Date of birth: February 23, 1990

Education:

June– Aug, 2020	HTML Academy – Front-end course
April – May, 2020	Course on Agile Project Management at Lynda
2016	Higher School of Economics, Moscow – Course on Project Management and Marketing
June – July, 2015	Training on Intercultural communications , Pillar Foundation, Georgia
2014 – 2016	Belarusian State Economic University – Master’s degree in Economics
2008 – 2013	Belarusian State Economic University, the faculty of International Business Communications – Bachelor in Business Communications

Work experience:

July, 2020 – till present	Freelance – QA Engineer, Coordination Manager <ul style="list-style-type: none">- Assists in determining and developing approaches to testing solutions;- Perform business and system analysis; provide recommendations for process improvement;- Assisting developers with issue analysis;- Manage all communications related to QA Status on a daily basis during execution. Reporting potential risks during all any stages of development lifecycle.
Nov., 2019 – April, 2020	Epam Systems – Project administrator <ul style="list-style-type: none">- Coordinated technical support and employees` onboarding on the side of the customer;- Prepared contracts, budgets;- Described internal processes, updated KB space, gathered information on process improvement;- Information support of project teams on processes, facilitation of meetings.
Jan., 2018 – Jun., 2019	iTechArt Group – IT Business Operations Manager <ul style="list-style-type: none">- Developed and improved processes that meet business needs across the organization;- Monitored tasks statuses within the department;- Improved customer experience, including resolving problems and complaints;- Drafted and signed contracts, tracked legal documentation associated with projects to ensure following the terms of contracts;- Issued invoices and followed up on all aging receivables;- Prepared financial reports;- Executed internal audit.
Feb., 2015 – Jan., 2018	Delegation of the European Union – Assistant to the Finance, Contracts and Audit Section

	<ul style="list-style-type: none"> - Provided administrative and logistical support to the section; - Monitored project payments and budgets; - Ensured smooth flow of information to facilitate business processes; - Managed schedules and deadlines; - Ensured operations adhere to policies and regulations; - Monitored task assignments; - Prepared financial reports; - Provided accurate support to the management of tenders.
Nov., 2013 – Oct., 2014	United Nations Organization – Executive Assistant <ul style="list-style-type: none"> - Streamlined UN Front Office Management; - Organized meetings and conferences, kept meeting minutes; - Updated and maintained internal policies and procedures; - Managed information flow in a timely and accurate manner; - Prepared correspondence and ensured efficient correspondence management; - Assisted to HR and Procurement departments; - Executed coordination on behalf of Operations Director and UN Ambassador.
June – Jul., 2012	Gastronomie Reinhard Ludewig, Germany – Sales Assistant <ul style="list-style-type: none"> - Ensured high level of customer satisfaction through excellent sales service; - Partnering with a Crew and Managers to meet target goals during shifts; - Carried out stock takes and ordered new stock.
June – Aug., 2011	Bedford Inn, USA – Assistant to the Administrator <ul style="list-style-type: none"> - Served customers in a confident and friendly manner ensuring all procedures are adhered to; - Managing customer transactions; - Assisted in shift schedule management; - Informed customers on shop promotions to encourage purchases; - Processed sales data and progress reports.
June – Aug., 2010	St. George Island Trading Co, USA – Sales Manager <ul style="list-style-type: none"> - Organized daily operation of a store; - Was responsible for processing cash and card payments; - Maintained a fully stocked store; - Dealt with customer refunds; - Provided resource control and ordered supplies; - Gave recommendations and guidance on product selection to customers.

Personal qualities:	Enthusiastic about establishing effective communication within a team and with customers. Have passion for improving business processes that bring value and make customers and team members satisfied and productive. Have a good knowledge of project management methodologies, SDLC, principles of software development and quality analysis.
Technical skills:	MS Office, Google Suite, Jira, Azure DevOps Services, Asana, MS Project, Google Analytics, Photoshop, 1C, ERP, Docusign, Bill.com, Justworks, web sites creation using HTML5 and CSS.
Languages:	Russian, English - advanced, German, Polish - intermediate.