



## CONTACTS



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Köln, Germany

## SOFT SKILLS

Non-conflict, positive, punctual, responsible, initiative, learn quickly. A good organizer with a systematic analytical mindset and high motivation to achieve results. Sociable, easy enter a new team.



## LANGUAGES

English B1

German B1

Russian Native speaker

## REASON FOR APPLYING FOR A JOB

Currently, I'm focused on extending my Functional testing skills and I'm interested in learning and implementation Automated Testing Skills. My priority goal is to obtain a position in a company that offers a variety of challenging projects with growth potential in terms of individual and professional development. I believe my relevant work experience provide me quality assurance and quality control skills

## Portfolio example

# ALINA ZUBOVA

## JUNIOR MANUAL QA

## HARD SKILLS

### Tools:

Jira, Redmine, TestRail, Testlink, Confluence, Devtools, Postman, Visual Studio Code, IntelliJ IDEA, Mind map, Pict.

- Knowledge of types of software testing, levels, test design techniques;
- Performing Requirements Analysis and Documentation Testing;
- Defect management in the defect tracking system;
- Creation and execution of test cases and checklists;
- Understanding the basics of web technologies: HTTP/HTTPS, HTML/CSS, client-server architecture, etc;
- Understanding how Web services work, API testing;
- Database Management: SQL
- OS: Windows

## WORK EXPERIENCE

### Auditor

2008 – 2019 • LLC "Consulting agency "Territory leasing" • St. Petersburg, Russia  
Participation in audits of companies of different forms of ownership and fields of activity. Audit of financial statements prepared in accordance with RAS. Writing reports and opinions on the results of inspections. Consulting on accounting and tax accounting issues.

### Head Accountant

2003-2008 • CJSC "NEVOTREID" • St. Petersburg, Russia  
Preparation of financial reports for subsequent submission to inspections and funds. Payroll, insurance premiums, preparation, and submission of reports to the Funds. Compilation and verification of primary accounting documentation.

### Accountant

2002-2003 • CJSC "FC" Baltinvest " • St. Petersburg, Russia  
Compilation and accounting of primary accounting documentation. Working with bank accounts of the organization. Preparation of accounting reports, accounting references. Registration of acts of reconciliation with debtors and creditors of the company. Registration and accounting of insurance contracts.

### Accountant

2000-2002 • LLC "Centre of pharmaceutical technologies" • St. Petersburg, Russia  
Compilation and accounting of primary accounting documentation. Compilation and accounting of bank transfers. Reconciliation of settlements with counterparties.

## EDUCATION

1996–2002

Economist-manager • St. Petersburg Academy of Engineering and Economics, St. Petersburg, Russia

## ADDITIONAL EDUCATION

2021

- Course • School for beginner testers • <https://software-testing.ru/>
- YouTube Course • [Course: Tester From Scratch](#)

2009

Auditor • Saint Petersburg Trade and Economic Institute, St. Petersburg, Russia