

# ANNA DMITIRENKO

## PROJECT MANAGER

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### HIGHLIGHTS OF QUALIFICATIONS

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- ♦ Able to provide professional administrative support in a fast-paced environment
- ♦ Proven ability to coordinate and process demanding workloads within tight timelines
- ♦ Dedicated to completing assignments with a high degree of efficiency and accuracy
- ♦ Highly organized, detail oriented, resourceful and adaptable
- ♦ Excellent analytical, problem-solving and decision-making skills
- ♦ Excellent verbal / written communication; collaborative team player with great interpersonal abilities
- ♦ Languages: English, Hebrew, Russian
- ♦ Stacks: C, C++, Unix/Linux, JS, Html, Css, Oracle-SQL, PL/SQL, MongoDB

### PROFESSIONAL EXPERIENCE

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#### Jr Project Manager

Dec 2021 - Jul 2022

Leverage-IT, Canada

- ♦ Liaised on a daily basis with the Project Manager to ensure all projects are on track
- ♦ Assigned tasks to developers, designers, QA analysts and review when complete
- ♦ Researched technical solutions for clients
- ♦ Reviewed task lists to ensure nothing remains dormant
- ♦ Assisted with the hiring process of new team members
- ♦ Moved towards leading my own parts of projects
- ♦ Applied Scrum methodology

#### Medical Supply Coordinator

Jan 2015 - Aug 2021

Medical Supply Center, IDF, IL

- ♦ Customized SAP in collaboration with developers
- ♦ Managed medical resources; actively participated in procurement, supply chain, and storage processes
- ♦ Delivered superior client support, both on-site and remotely
- ♦ Wrote protocols and provided SAP training to medical supervisors
- ♦ Translated customer requirements into implementation plans; errors troubleshooting
- ♦ Demonstrated leadership in system development methodology, policies, principles and standards

### EDUCATION

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**CPP Computer Programming Diploma**, Seneca college -2023

**MBA, Master of Business Administration**, Information Technology, Bar Ilan University, IL -2018

**B.SC. PHARM**, Hebrew university University, IL -2011