Dmitry Lobachevsky

Junior Project Manager

Kyiv, Ukraine | 25 y.o.

950$

WORK EXPERIENCE

Junior Project Manager

NAYM
OCT 2021 - JAN 2022

- Project management
- Implementation of new functionality in the project
- System setup
- Assist employees in using the systems
- Writing technical documentation for developers
- Writing documentation for employees on the use of new functionality
- Research and analysis of systems that are proposed for use
- Communication with contractors to complete tasks
- Receiving requests from users and forming the process
- Bug detection

PROJECTS: **Zoho People**

ELAPSED TIME: **1.5 months**

ROLE: **Project Manager**

- Introduced the Zoho People product to the use of the company
- Implemented with the development team additional functionality in the Zoho People product

RESULT: **Successfully used by employees and recruiters**

PROJECTS: **Chatbot for company employees**

ELAPSED TIME: **1 month**

ROLE: **Project Manager**

We created and implemented a chat bot for company employees in which all information for employees is published. Also, through the chat bot, employees can view the number of vacations and sick days, book days, and managers can approve through the chat bot. Also implemented Moodmonitor in the chatbot.

RESULT: **Chatbot is used by all employees of the company**

PROJECTS: **New company website**

ELAPSED TIME: **1 month**

ROLE: **Project Manager**

Under my leadership, the team and I implemented a new company website. Created a personal account for Leads, Agents and Clients. Implemented all the functionality for fast loading of all data.

RESULT: **Put on Hold. The policy and marketing direction of the company is changing. Edits and additional functionality will be made.**

CONTACT US FOR A RECOMMENDATION

Pavel Tkachenko

NAYM

+380 (50) 328 99 57

PERSONAL SKILLS

- HTML / CSS
- JavaScript
- GIT
- Google Chrome developer tools
- Writing bug reports, checklists and test plans
- Adobe Photoshop / Figma
- Adaptive and cross-browser layout
- SEO
- Writing technical specifications
- Trello / Jira / Asana / Notion / Slack
- Zoho / Odoo
- Google Analytics / Ads
- SMM

SOFT SKILLS

- Monitoring the work of the team
- Team motivation
- Generation of weekly/monthly reports
- Multitasking
- Problem solving
- Identification of bugs
- Maintaining documentation
- Delegation of tasks
- Openness in learning
- Analytical and critical thinking

LANGUAGE SKILLS

- English (Intermediate / B1)
- Russian (Advanced / C1)
- Ukrainian (Proficiency / C2)

CONTSCTS:

+380 (99) 463 41 39

dmitryielail@gmail.com

Telegram

Instagram

Linkedin

Portfolio

Quality Control Manager / Project Manager

EVERAD
SEP 2021 - OCT 2021

- Setting goals
- Monitoring team work and completing tasks on time
- Quality control of products in accordance with technical documentation
- Preparation of reports for a week / month

PROJECTS: **Creation of landing pages and multi-page sites. Implementation of a new work methodology**

ELAPSED TIME: **2 month**

ROLE: **Project Manager**

- Under my leadership with the team created 40+ landings and 5 large projects for the foreign market
- Implemented the Kanban methodology

RESULT: **Put on Hold. The policy and marketing direction of the company is changing. Edits and additional functionality will be made.**

Webmaster

UAMADE STORE
OCT 2019 - JUL 2021

- Adaptive and cross-browser layout
- Layout on CMS
- Administrative support for 3 sites
- Making SEO edits
- Filling the site with content
- Writing technical specifications
- Testing of web products.
- Writing bug reports, checklists and test cases
- Setting tasks for programmers, content maker, SEO and work control
- Promotion and collection of analytics

PROJECTS: **Corporate website**

ELAPSED TIME: **3 weeks**

ROLE: **Project Manager**

Under my leadership, with the team, we created a website for ordering large quantities of goods with a personal brand.

RESULT: **The site is up and running successfully.**

PROJECTS: **Rebranding of the company and creation of a new website**

ELAPSED TIME: **2 month**

ROLE: **Project Manager**

Participated in the rebranding of a subsidiary of Papadesign. We worked with the team on a new logo design, velcombook and website identity. Created a new website for Papadesign.

RESULT: **The site has been successfully launched and is being used**

PROJECTS: **Website for new subsidiary**

ELAPSED TIME: **3 month**

ROLE: **Project Manager**

Participated in the creation of a new subsidiary of Foody. We worked with the team on the design of the logo, velcombook and website identity. Created Foody marketplace.

RESULT: **The site has been put on hold. A store was opened and the concept did not go through.**

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_ℓ_ Portfolio

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- in Linkedin

d Portfolio

Restaurant manager
TENNESSEE RESTAURANT
JUN 2019 - SEP 2019

- Control of staff work
- Resolving conflict situations
- Registration of supplies
- Restaurant Proceedings Report
- Interviewing candidates

EDUCATION

Ucode
FRONT-END DEVELOPER
Year of completion 2021

National University of Food Technologies (Kiev)
BACHELOR OF HOTEL AND RESTAURANT BUSINESS
Year of completion 2018

College of Economics and Law (Kiev)
CATERING BUSINESS
Year of completion 2015