

# Karnavushenkova Alena

## QA Engineer

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[github.com/Karnavushenkova-Alena](https://github.com/Karnavushenkova-Alena)



## EDUCATION, PRIMARY COURSES

- ♦ Belarusian State University of Culture and Arts. Information Technology and Culture | 2007 – 2011
- ♦ Minsk State Linguistic University. Faculty of Foreign Languages for Executives (English language) | September 2010 – January 2012
- ♦ BELHARD Academy | Software testing engineer. Position: Student | December 2021 – January 2022
- ♦ BELHARD Academy | Software testing engineer. Professional level. | March 2022 – April 2022
- ♦ Oxford House: Language School in Barcelona. English course (intermediate) | April 2022 – present

## LANGUAGES

- ♦ Russian – native ♦ Italian – pre-intermediate (A2) ♦ English – intermediate (B1) improvement in progress

## EXPERIENCE

**CJSC “MAPSOFT” (Minsk), Assistant secretary** | February 2015 – June 2022

- ♦ Met guests
- ♦ Dealt with phone calls, emailing correspondence
- ♦ Supervised and monitored the work of personnel
- ♦ Processed bills or expenses
- ♦ Ensured the smooth running of the office
- ♦ Organized documents and paperwork. Work with correspondence. Document management
- ♦ Performed office tasks

**LLC “Partizanka” (Minsk), Secretary-clerk** | March 2014 - December 2014

- ♦ Met guests
- ♦ Received and made phone calls, faxes and email
- ♦ Personnel selection. Supervised staff and new employees
- ♦ Coordinated with other companies

**Embassy of the Azerbaijan in Belarus (Minsk), Assistant secretary** | July 2011 - October 2013

- ♦ Fulfilled the instructions of the Ambassador and staff of the Embassy
- ♦ Received and made phone calls, faxes and emails
- ♦ Made travel arrangements
- ♦ Participated in organizational issues and events

**Design and trading company “Felix” (Minsk), Archivist** | March 2009 - September 2010

- ♦ Archived, made copies of documents

## HARD SKILLS AND TOOLS

- ♦ The theory of software testing
- ♦ Work with DevTools: Trello, JIRA, OpenServer, JMeter, Boomerang, Fiddler/Charles Proxy, Testrail, GitHub, Ghost Inspector, BlueStacks
- ♦ Understanding of client-server architecture (HTTP, HTTPS)
- ♦ Test documentation (test cases, test plans, checklists, bug reports)
- ♦ Basic knowledge in SQL (select, distinct, like, union, join, sum, avg, where, having)
- ♦ API testing Postman (Get, post, put, delete methods. Run collections, writing tests ) basic understanding
- ♦ Mobile testing

## CERTIFICATE

- ♦ Software testing engineer (BELHARD Academy) ♦ Software testing engineer. Professional level (BELHARD Academy) ♦ Apache JMeter (BlazeMeter University) ♦ JIRA (Stepik)

## INTERESTS

Reading books, learning foreign languages, doing sports