



# OLGA KAPŁON

## Manual Software Tester

### ABOUT ME

**Experienced** corporate employee seeking for new challenges as a manual software tester. In order to acquire new IT skills I've just finished a **6 months course at Software Development Academy** and currently I'm preparing myself for the **ISTQB** certification.

Having previously gain a great experience in **quality assurance**, finance and accountancy as well as HR processes I developed a strong **analytical way of thinking** and major **attention to detail**. It also learned me to **adapt quickly** to a fast-changing environment, different technologies, tools and requirements.

As a person I present natural **positive attitude** towards people. I'm dedicated **team player**, highly motivated and **result-oriented**. Constantly seeking to learn new skills.

I look forward to the opportunity of an interview to discuss how I might bring the value into your Team.

### PORTFOLIO

**GitHub Repository:** Banking Web Application Tests - view [HERE](#)

### WORK EXPERIENCE

#### Senior Core HR Specialist on behalf of EY

IBM BTO Business Consulting Services, Cracow 08.2023-present

- Onboarding & offboarding
- Global Assignments
- Promotions
- Long term leaves
- Flexible working arrangements
- Banking data updates

#### Senior HR Recruitment Specialist on behalf of EY

IBM BTO Business Consulting Services, Cracow 12.2021-07.2023

- Job interviews organization
- Call center service for candidates
- Contracts and annexes preparation for employees
- Assessment center organization
- Job requisitions maintenance, posting on job boards
- Candidates' diploma and criminal record check
- Candidates' online tests management
- Dealing with client's and candidates' enquiries via email
- Daily reporting activities
- Dealing with issues via ticketing tool ServiceNow

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Kraków

### EDUCATION

#### Software Development Academy

Software Tester

11.2023 - 03.2024

- ISTQB syllabus: foundation level
- Tester tools (Postman, TestRail, Selenium IDE, JIRA, Asana, Trello)
- DevTools
- Agile, Scrum
- Git
- Java basics, IntelliJ
- Selenium Web Driver
- BDD, Cucumber, Gherkin
- SQL, MySQL Workbench

#### Pedagogical University of Cracow

09.2007 - 06.2012

- Informatical and linguistic processing of written documents
- Contemporary French: administration, business, tourism

#### XVII High School in Cracow

09.2003 - 06.2007

Bilingual education in French

### CERTIFICATES

#### Software Development Academy

Software Tester - view [HERE](#)

## LANGUAGES

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English • C1  
French • B2  
Polish • native

## SOFT SKILLS

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- Attention to detail
- Analytical thinking
- Effective communication
- Dedicated team player
- Positive attitude regardless the situation
- Proactivity
- Sense of responsibility

## TECHNICAL SKILLS

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- ISTQB
- Manual Testing
- Funkcional Testing
- TestRail
- Jira, Asana, Trello, Confluence
- Postman
- Selenium IDE
- DevTools

## HOBBIES

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- E-sport: Tekken
- Dance: dancehall
- Sports in general
- Puzzles

### Accounts Payable Specialist & Vendor Master Quality Checker on behalf of Applied Materials

IBM BTO Business Consulting Services, Cracow

03.2019–12.2021

- Quality Assurance of Vendor Master processes
- Timely processing of PO and non-PO invoices in SAP
- Dealing with vendor's and client's enquiries
- Audit related activities
- Special payment requests handling through SharePoint
- Reporting business results to the client
- Resolving issues related to payments and non-standard invoicing

### Vendor Master Data Specialist on behalf of Applied Materials

IBM BTO Business Consulting Services, Cracow

03.2012–02.2019

- Acting as a focal point to the client
- Managing day-to-day operations within VM team in order to meet agreed service levels
- Process transition activities at client's site (Germany)
- Procedures creation and maintenance
- Providing trainings to the team members
- Audit related activities
- Processing of VM requests for EMEA countries
- Banking data analysis
- Dealing with vendor's and client's enquiries