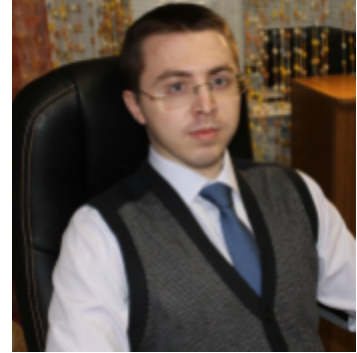# Stepan Tymofiichyk

Gagarina av. 310
Kharkiv, Ukraine 61080

SKILLS

Computer skills:

- Jira, Confluence, Google Docs/Spreadsheets
- HTML/CSS/JS/SQL
- Postman

Language skills:

English (Upper-Intermediate)

Deutsch (A2)

EXPERIENCE

NEWLINETECHNOLOGIES, Kharkiv – *technical writing specialist*

Jun. 2019 – Present

- Create User Manuals, Reference Guides, How-To Guides
- Create and maintain internal Knowledge Base

SMART COMFORT SOLUTIONS, Kharkiv – *registration keeper*

Jul. 2017 – Sep. 2017

- Entering invoices
- Calculations for clients
- Working with Excel table
- Site promotion

EDUCATION

KHARKIV UNIVERSITY OF HUMANITIES "PEOPLE'S UKRAINIAN ACADEMY", Kharkiv (Ukraine) – *master's degree* (Economics)

SEP. 2013 – FEB. 2019

ACHIEVEMENTS

- 2015 - German language course (A2)
- 2016 - Diploma in IT-management, Certificate in accountancy
- 2021 - Software testing training (3 month)

PERSONAL INFORMATION

- result-oriented,
- attentive to details,
- able and eager to work on multiple tasks simultaneously
- good time management skills,
- hardworking
- easy to learn
- excellent communication and presentation skills

INTERESTS & ACTIVITIES

- Foreign languages
- sports
- reading
- programming