



# Yulia Pletneva

## Junior QA Engineer

Date of birth: 11.28.1987  
Education: Higher  
Citizenship: RF  
City: Lipetsk  
**Ready to move**  
**Ready for business trips**

## CONTACTS

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**Employment:** full time  
**Work schedule:** full day

## EDUCATION

2023	Tomsk State University of Control Systems and Radioelectronics, Tomsk <b>Software testing and quality control</b>
2023	Private educational institution Educational technologies "Skillbox", Moscow <b>Frontend-developer</b>
2011	Lipetsk State Pedagogical University, Lipetsk, Lipetsk Artist of Decorative and Applied Art, Ceramic Art
2018	Additional education: Princes College School of English, London, UK Certificate: <b>Upper-Intermediate / CEFR Level B2,</b> <b>Business English Level 1</b> Web-site: <a href="http://www.princescollege.com">http://www.princescollege.com</a>

**Driver's license: B**

## LANGUAGES

**Russian** — Native

**English** — B2 — Upper Intermediate

## SKILLS

- Manual software testing
- Web application testing
- Functional testing
- API testing / Postman
- Test case
- Bug Reporting
- Mantis
- Selenium IDE
- Katalon recorder
- Selenium WebDriver
- JUnit
- DevTools
- Test design
- PICT / Allparis
- Figma
- HTML5
- CSS
- JavaScript (базовые знания)
- Visual Studio Code / Eclipse IDE
- Android mobile application testing
- Android Studio IDE
- Git
- XMind



## Work experience

February 2020 —  
september 2021  
1 year 8 months

### Rotork RUS LLC

Moscow, [www.rotork.com/en](http://www.rotork.com/en)  
Industrial Equipment, Machine Tools and Components

#### Office Manager

Rotork is a market-leading provider of flow control solutions for oil and gas, water and wastewater, power, chemical, process and industrial applications.

Responsibility:

- Preparation of monthly sales reports in the context of marketing segments;
- Organization of business trips for company employees (booking air and railway tickets, hotels in Russia and abroad);
- Booking taxis;
- Ordering corporate mobile telephones, business cards, envelopes and other products with Rotork logo when needed;
- Booking hotels in Russia & abroad;
- Car rent when needed;
- Visa support for Russian employees and foreign visitors;
- Receiving and transferring the calls;
- Work with incoming and outgoing correspondence, liaising with couriers (Exchange originals of documents: specifications, contracts, etc.);
- Liaising with the lessor and property management service when needed;
- HR records keeping;
- Preparing powers of attorney;
- Preparing intercompany orders;
- Vacation registration and daily spreadsheet with employees' presence and absence;
- Life insurance for employees;
- Voluntary Medical Insurance;
- Russian / English translation of documents (oral and written);
- Preparations of legal documents;
- Official notes and representative expenses of GM;
- Receiving documents and submission them for signature in time;
- Preparing invoices for payment – Purchase Orders;
- Request for closing accounting document for already paid invoices;
- Personal assistance to GM and other colleagues, carrying out personal tasks;
- Control and organization of car issuance for all company vehicles;
- Organization of technical inspection, service of the vehicles. Purchase and sale of vehicles, registration and deregistration of the vehicle in case of replacement into a new one;
- Chasing employees about monthly car mileage reports. Preparation of the spreadsheet with mileages;
- Charity projects;
- Meeting and registration of the visitors;
- Track of employees' birthdays;
- Parties and other company events organization;
- Maintenance department (Ordering office stationery, water and other needed goods);

September 2019 —  
february 2020  
6 months

### Preschool Twins

Москва, [www.twins-preschool.ru](http://www.twins-preschool.ru)  
Educational Institutions

#### English teacher

TWINS Preschool is a network of English kindergartens. The first kindergartens in Moscow with the Italian Reggio method.

Responsibility:

- Conducting classes in English, Russian, mathematics;
- Conducting art classes;
- Organization of teaching and educational work in the classes. Communication with parents;

December 2018 — july 2019 8 months	<b>ACCORHOTELS, MERCURE LIPETSK CENTRE</b> Mercure is a hotel brand specializing in traditional hotels, owned by Accor. Founded in 1973 in France.  Lipetsk, accorhotels.com Hotels, Restaurants  <b>Night Audit Manager</b> Responsibility: <ul style="list-style-type: none"> <li>• Audit;</li> <li>• Reporting;</li> </ul> <b>Front Office Receptionist</b> Responsibility: <ul style="list-style-type: none"> <li>• Meeting, registration and accommodation of guests;</li> <li>• Room reservation;</li> </ul>
June 2018 — july 2018 2 months	<b>Global London College, London, UK</b> English school for international students in the heart of London.  <b>Secretary</b> Responsibility: <ul style="list-style-type: none"> <li>• Work with documents.</li> <li>• Registration of students for the course.</li> </ul>
August 2017 — june 2018 11 months	<b>Renaissance Group (interior design studio)</b> Lipetsk <b>Work supervisor / Mural artist - Decorator/ Designer</b> Responsibility: <ul style="list-style-type: none"> <li>• Communication with customers;</li> <li>• Leadership of a team of artists - decorators. Distribution of duties;</li> <li>• Creating bas-relief, high-relief, artistic mural design;</li> </ul>
October 2016 — july 2017 10 months	<b>ST "Bread Store"</b> Lipetsk Restaurants, Food Service Industry  <b>Baker / Confectioner</b> Responsibility: <ul style="list-style-type: none"> <li>• Complete bread production process from dough preparation to baking. Italian recipes and technologies;</li> </ul>

## PERSONAL QUALITIES:

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Responsible, well-organized, fast learner, analytical thinking, stress tolerance, self-motivation, self-education, sociability, politeness, honest, energetic, high efficiency, restrained, patient, helpful, respectful, balanced, optimistic, kind, self-criticism, exactingness, ambition, attentive, punctual, with a good sense of humor.

Hobbies: Wool felting, cycling, hiking, reading.

*I hereby authorize the processing of the personal data contained in this CV.*