

# Nastya Potapenko

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- **LinkedIn:** <https://www.linkedin.com/in/anastashin/>
- **GitHub:** <https://github.com/anastashin5>
- **Portfolio:** [https://anastashin5.github.io/UX\\_UI\\_HW\\_19/](https://anastashin5.github.io/UX_UI_HW_19/)

## Designer

### Professional Capabilities:

- Detailed knowledge of Figma, In Vision, Adobe Creative Suite (InDesign, Illustrator, Photoshop, and Acrobat), Corel Draw, and Microsoft PowerPoint; experience working with additional creative, visual, interactive, and multimedia tools.
- Working knowledge of 3D Max Design, and SketchUp, AutoCAD.
- Also, HTML5, CSS5, MySQL, PHP, JavaScript, and jQuery, GitHub.
- Strong organizational and self-motivation skills and the ability to meet job requirements/ requests to achieve deadlines in a timely fashion.
- Ability to prioritize and multi-task with respect to projects and standards daily.
- Capacity for a strong focus while under pressure and ability to work overtime as needed.

## Education

### PMI, USA

December, 2022

Certificate of Professional Project Manager [See more...](#)

### Columbia University of Engineering, New York, USA

August, 2022-February, 2023

Certificate of UX/ UI Designer [See more...](#)

### School of Business and Management of Technology of Belarusian State University, Minsk, Belarus

The Institute of Business - a structural subdivision of the Belarusian State University with the status of a legal entity - began its work in 1996 as an international educational project together with American business schools.

Master's degree [See more...](#)

Programmer, Web Designer, Computer Graphics

April, 2013-August, 2015

### Belarusian State Economic University, Minsk, Belarus

September, 2001-February, 2007

Bachelor's degree

Business/Managerial Economics

## Work Experience

### Deputy Managing Director

July, 2017 -March, 2020

Travel Agency LLT MGP“Mys-Tour”

Minsk, Belarus

My work consisted of: concluding agreements with partners, increasing the company's profits, promoting the company in the regional market, hiring new employees, communicating with clients, resolving conflict situations, I organized the work of the team, analyzed reports and thought out a sales growth strategy. In addition, I have practical experience in sales, which is important for understanding the problems that employees face.

### Project manager, Developer Project manager, Developer

Apr 2019 - Jan 2020

School "Travel Agent" · Self-employed

Minsk, Belarus

Owner. Travel agency school. I developed the site "Travel Agent" for the educational program - training specialists in the field of tourism. I also designed the following: logo, business cards, and certificates. The site was developed on HTML [https://anastashin5.github.io/site\\_school\\_travel/](https://anastashin5.github.io/site_school_travel/)

### Café Owner

September, 2017 – September, 2018

Small Business

Minsk, Belarus

In the new office building under construction, a catering facility "Black and White" was planned (black coffee, white - milk. A logo was developed, and it was planned to create a chain of cafes, with subsequent sales). For several months, negotiations were held with the management about the possibility of placing a catering facility. As soon as all the documents and permits were ready, the opening of the cafe began to move faster.

The cafe sold freshly ground coffee (two-horn coffee machine), freshly squeezed juices, soft drinks, ice cream and sweets, soups, main courses, and salads offered for lunch.

The cafe was sold as soon as it started to make a profit. This decision was made for new investments. Negotiations were underway with the new owner to acquire the "Black and White" franchise. A franchise makes a brand recognizable and saves resources. Proposals for the sale of food products between the cafe-franchisor have been developed.

The amount of investment doubled in a short period of time.

The project was successful.

### Project Manager, Developer

March, 2015 – May, 2016

Gym “Attila”, Freelance

Minsk, Belarus

I developed a website for Attila Gym. The site was developed on the platform "Word Press". The coordination of the design, site layout, and all the necessary information was with the owner of the gym. I have also designed the following: logo, signs, business cards, and flyers. I also worked on website promotion (SEO). A counter was installed on the site to count site visitors, for its promotion.