



# Kaia Khalaberda

QA Engineer

## Address

Ventspils iela 65  
Riga, Latvia

## Experience

\*Feb 2020 –Mar 2023

Fondy.Ua./ Back Office Manager

## Contact

kajantyosahkoposti@gmail.  
com  
+(371) 28 29 3409

## Summary

A detail-oriented Quality Assurance Engineer with essential experience in financial sphere. Looking forward to joining a fast-paced company and use my creativity and experience to improve the overall quality of a product or service.

- Provided administrative support for data entry and worked with back-office staff to maintain stock and keep records.
- Developed innovative solutions for proper handling of queries and diligently pursued check reconciliation statements.
- Developed efficient workflow processes that allowed the inclusion of additional responsibilities while ensuring staff reductions.
- Improved direct marketing response rates by bringing outsourced mass-mailing functions in-house, saving thousands of dollars in fees.

## Education

\*Sep 2009 –May 2020

International School of Kyiv n. 85

\*Apr 2023 –Jul 2023

Acodemy LV

## Skills

*Java	*Jira	*Canva	*English	*Russian
*HTML	*Agile	*Figma	*Latvian	
*SQL	*Scrum	*Fotor	*Finnish	
*Selenium	*CRM (different)	*Pixlr /etc.	*Estonian	