Amina Ignateva

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EDUCATION

M.A. IT Management – 2021 - 2023 – GPA: 1.6 /1.0
IU International University of Applied Sciences
– Awarded with Deutschland Stipendium 2022
– Thesis: Root causes of IT project delays

B.A. Linguistics – 2016 - 2020 – GPA: 93/100
North-Eastern Federal University
– Awarded with full government scholarship
– Thesis: Semantic shift in modern English

English Lang Lit – 2019-2020 – GPA: 4.5/4.5
Pusan National University
Exchange program, only 2 chosen from 20,000

Chinese Lang Lit – 2017-2018 – GPA: 94/100
Harbin University of Science and Technology
Exchange program, only 4 chosen from 20000

PROJECTS

Case study of the concept "Digital Twin" and transformation of an existing IT architecture.

Class projects on COBIT, ISO 27001, cryptography, maturity models, compliance management system.

Class projects on agile/traditional project management, PERT and Gantt charts, IT project risk management, stakeholder management, Scrum.

Class projects on ITSM models, ITIL, financial management, service continuity management, change management, event management.

LANGUAGES

Russian (C2), Sakha (C2), English (C1), German (A2), Luxembourgish (A1)

VOLUNTEERING

– Interpreted to the participants of the Wrestling World Cup.
– Interpreted to Macao team in XVIII Asian Physics Olympiad.
– Interpreted to the participants of the III Mas-Wrestling World Championship.

SKILLS

MS Office (intermediate), Python (basic), Web design (basic), ChatGPT (intermediate), Planning and organization, Web development (basic).

COURSES

– Project management: Preventing scope creep
– Managing python projects
– Leveraging generative AI for project management
– Intermediate python for non-programmers
– Project management skills for leaders
– Introduction to career skills in software development
– Excel for business analysts
– IT governance and compliance
– IT architecture, project, and service management
– Managing in a global economy
– Strategic management
– Operations and information management
– Managing people and organizations

EXPERIENCE

Linguist – Dec. 2021 - Dec. 2022
Voccent – Berlin, Germany
– Created 200+ challenges and playlists for learning Sakha language.
– Developed educational content plan by conducting market analysis and identifying potential customers.

English language teacher – Sep. 2020 - Sep. 2021
Comprehensive school No 1 – Sangar, Russia
– Provided English classes to 200+ students (8-17 y.o.).
– Initiated the student English club.
– Produced school documentation and reports.

Interpreter Russian/English – Jan. 2018 - Aug. 2019
NEFU International relations office – Yakutsk, Russia
– Collected, analyzed, and developed data.
– Conducted 2 seminars for international students.
– Interpreted to:
 ・ The Singapore team (26th International Olympiad in Mathematics, Physics, Chemistry, and Informatics.
 ・ The delegations of Japan and South Korea (MY-TONACON 2019).
 ・ The participants of IR office summer school (The Institute of Permafrost and Mammoth Museum).

Freelance English language tutor – May 2017 - Dec. 2021
– Tutored 15 middle-school to university level students.
– Prepared the students to the state English exams and tests (local and IELTS).
– Translated 60+ articles and other written materials.
– Proofread 100+ texts

OTHER HIGHLIGHTS

Vice-Leader of the student union; in charge of 100+ students