



# Liubimova Anastasia

## Project Manager

Being known for my determination and the ability of finding extraordinary solutions to the problems I have always been the person who can lead and motivate the team. I'm a fast learner who is ready to join your team as a Project Manager.

📍 Minsk, Belarus

⌚ Part-time, Contract, Internship

### CONTACTS

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### EDUCATION

Applied Mathematics and Computer Science,  
BSU  
2022-2026

### CERTIFICATION

- “IT-Academy: Project Management” by Oleg Fadeev
- “How to become Project Manager” Neteology
- “Quick start in Web-design” Design school of Yan Ageenko

### LANGUAGES

Russian, Belarussian	Native
English	Advanced
German	Elementary

### PASSIONS

- Web-Design (2 years experience)
- Professional dancing (10 years)
- Figure Skating (5 years)
- Driving (driver's license category B)
- Playing the violin (certificate of completion the 7-year Violin Class)

## Skills

### Hard Skills:

- Short-term and long-term planning
- Workflow coordination of the team
- Development process establishment
- Time and job scheduling
- Task distribution
- Resource Management
- Risk assessment
- Budgeting
- Methodologies:  
Agile, Waterfall, Scrum, Kanban, eXtreme Programming, Scaled Agile Framework, Nexus.
- Tools:  
Excel, Google Tables, Project, Jira, Miro, Figma
- Advanced knowledge of Computer Science, Algorithms and Data Structures, Programming languages(C++, Java), Mathematical Analysis Git

### Soft Skills:

- |                   |                   |
|-------------------|-------------------|
| • Leadership      | • Decision making |
| • Time-Management | • Team Work       |
| • Communication   | • Adaptability    |
| • Negotiation     | • Determination   |

## Work experience

### Project Manager

Company: Novikov.agency

Nov 2022 - Apr 2023

#### Responsibilities:

- Did the strategic and operative planning
- Set and monitored technical tasks to the team
- Managed communication between the team and customers
- Created designs for websites in Figma

#### Achievements:

- Succeed at 4 projects
- Strengthened the interaction within the team
- Increased the number of company's clients and profits
- Increased the amount of customer's active followers