

Mariana Dementeva

CONTACT

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WORK EXPERIENCE

self-employed

August 2016 — Present

ESL teacher

- 6+ years of experience in scoping, developing, and designing learning solutions for learning English as a second language;
- Experience in creating and delivering training through a variety of learning methods;
- Able to build learning content in an agile, iterative way;
- High level of independence and ability to handle time effectively;
- Run multiple projects at the same time (speaking clubs, reading clubs, game nights), pay attention to detail;
- Highly energetic teammate comfortable in a fast-paced, environment;
- Experience in working with Learning online platforms: jamboard, wordwall, quizlet, MIRO, google classroom, ZOOM;
- Experience working in a cross-cultural international environment, nurturing the positive atmosphere;
- Well-established teaching philosophy;
- Currently in a top group of teachers with the best grades high KPI. Primarily work with adults on general, business, tech courses.

ExLab

July 2022 — December 2022

Project Manager

ExLab - a Belarus Educational Project that helps junior specialists to get the first experience in the IT industry. There are a few teams each with a potential project, overseen by experienced curators.

I was working on "myGreenapp" project, is our way of offering a helping hand in a tricky world of navigating recycling in Belarus, so far I have been an integral part in achieving:

- finalised scope and vision from scratch;
- establishing working environment: slack, trello, emails, project wiki;
- created a telegram bot prototype;
- found a stakeholder, who is ready to work on commercial basis

As a project manager on a daily basis I:

- foster efficient communication and support;
- schedule SCRUM events;
- create, oversee and tweak Trello tasks;
- together with team leads establish the deadlines and estimations;

ESC European Corps

March 2022 — May 2022

Volunteer

#StandwithUkraine project. Organising a smooth transition of refugees into society, which included finding accommodation, job hunt, school placement, language courses. Setting profiles for a job hunt - outlining possible options and getting the interviews. Managing big groups of people (>20) - covering daily needs: outlining needs and working out the ways of dealing with them, allocating current resources and finalising official papers. More than 25 people have been accommodated into their own flats.

Bibus AG

October 2012 — April 2016

Travel manager / Interpreter

- responsible for organisation of foreign parties arrival - visa support, scheduling, invitations, correspondence,
- good command of English - communicating with customers and foreign partners;
- travel arrangements of all kinds;
- organising, hosting the negotiations with representatives of manufacturers - preparing reports, presentations, translations. Accompanying business partners to production sites.
- all levels of writing reports: gathering info from different sources, compiling them into digestible chunks for the higher management.
- the job required high attention to details, organisational and multitasking skills as well as analytical skills (managing orders, relaying relevant information)
- front desk responsibilities: phone calls, business correspondence (in english), flow of documents, office supplies, bookings. Including creative work such as designing the leaflet, company presentation, photoshop, souvenirs.

Hotel "Solo"

May 2011 — September 2012

Front-desk receptionist

The small 32 room hotel in the city center of St-Petersburg, Russia; including 2 overwhelmingly high seasons (white nights).

- Perform all check-in and check-out tasks
- Manage online and phone reservations
- Inform customers about payment methods and verify their credit card data;
- Register guests collecting necessary information, including governmental registration;
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates and amenities
- Respond to clients' complaints in a timely and professional manner
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs
- Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests
- Maintain updated records of bookings and payments
- Courier service management;
- Keeping stock of breakfast menu, water supply, stationery,

EDUCATION

Faculty of Geography, Major Social and Political Geography

2011 — 2018

Herzen Russian State Pedagogical University

Bachelor Degree, Master Degree

Project Management

October 2021 — Present

Skillsetters

- Participated in assembling the team, planning, describing functional requirements and estimation of a mock project.
- Demonstrated the principles of managing the project scope, writing, assigning and estimating user stories.
- Applied SCRUM and agile principles in a mock project.
- Overseeing sprint velocity, prioritisation and adjusting the backlog.
- Defining working processes, DoD, DoR;

Front-End

May 2022 — Present

SheCodes

HTML, CSS, Vanilla JS, Git, API, Flexbox, Bootstrap, React

My project:

<https://funny-treacle-2dc656.netlify.app>

Intro into Coding

January 2023 — April 2023

OneTech

HTML, CSS, JavaScript

Responsive Web-design, JS algorithms

December 2022 — Present

freecodecamp

Flex-box, CSS grid, Responsiveness, DOM manipulation, functions, loops, eventListeners;