**NADIA O'KHARA**

Boca Raton, FL 33428

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**SUMMARY:**

* Hands ­on experience of testing web and mobile applications;
* Well versed in Software Development Life Cycle and Software Testing Life Cycle;
* Proficient in software issues identification and documentation;
* Excellent communication skills, ability to solve problems in a professional and timely manner;
* Ability to work in diverse teams and to communicate well with others;
* Selfdriven with strong work ethics; able to embrace challenging assignments and develop new approaches with minimal supervision.

**TECHNICAL SKILLS:**

* Platforms: Windows 8/7/10/Vista/XP/Mac OSX;
* Mobile Platforms: iOS, Android OS; Windows;
* Languages: HTML, XML, JavaScript, CSS; QTP, Selenium Webdriver, SQL;
* Web Testing Tools: Firebug, Charles, XPath;
* Bug Tracking Tools: JIRA, Bugzilla;
* Databases: Oracle

**EMPLOYMENT:**

**Sept. 2015 ­ Present Quality Assurance Tester at Motionpoint Corporation, Coconut Creek, FL**

* Testing web and mobile applications;
* Executing all the types of black box software testing – localization, GUI, functionality, regression, release and user acceptance, browser compatibility test;
* Identifying, researching and reporting defects via tracking system with bug descriptions, screenshots and videos;
* Maintaining existing automated scripts for continuing functionality by fixing scripting issues via Selenium Web Driver;
* Researched, testing, and implementing new automation software.

**2014 – Present Freelance test engineer at Utest.com**

* Worked on numerous short term test projects for companies
* Within an array of different applications and platforms performed test case design and execution, Web and Mobile platform testing, executed performance test suites and ad-hock test patterns
* Analyzed and disseminated application requirements
* Reported defects within uTest proprietary defect tracking system and provided improvement recommendations for applications
* Often collaborated with other project team members to assist with project completion

**March 2007 ­ May 2008 Project Manager Assistant, Antea Group (formerly Delta**

**Environmental Consultants Inc), Armonk, NY 10503**

* Administrative support to a Project Manager and project staff;
* Data management, deliverable tracking, financial tracking, vendor invoice processing;
* Resource management support, facilities management, maintenance of equipment and supply inventories;
* Set up conference rooms for events and "lunch & learn" meetings as well as handling catering for these events;
* Correspondence preparation, editorial reviews, electronic and hard copy file management, mail and other administrative activities associated with supporting environmental project team.

**April 2005 ­ October 2006 Administrative Assistant, “Energoactiv”, Moscow, Russia**

* Travel arrangements and itineraries preparation;
* Responsible for implementation of all office needs, supplies, and functions; research, organizational, administrative and clerical support; correspondences, document management, invoices;
* Management of expenses including preparation and tracking plus assistance to consultants on an as needed basis;
* Answered phones, greeted and assisted visitors, handled general administrative duties, such as filing, copying and mailing;
* Handled different tasks, such as information search, helped plan and coordinate special personal and business events, etc., coordinated hiring activities and schedule, interfaced with high level executives.

**June 2004 ­ April 2005 Administrative Assistant/Interpreter, “Stroygradservice”, Moscow, Russia**

* Translated and prepared documentation (Russian – English);
* Organized and translated meetings with foreign partners;
* Implemented administrative office needs.

**February 2001 ­ June 2004 Coordinator of international programs,**

**IAESTE Russia (International Association for the Exchange of Students for Technical Experience), Moscow, Russia**

* Handled full duties for organization of internship and language courses for foreign students in Russia, including visa documents, accommodation, culture program, etc.
* Prepared documents for Russian students for internships and language courses abroad;
* Communicated with all foreign partners, searched and interviewed candidates for internships;
* Supervised, managed and trained 5-person office staff.

**EDUCATION, TRAINING, AND CERTIFICATION:**

2014 Software QA Training at Portnov Computer School;

2014 Utest University courses (online);

2006 BS in Technology and Organization of restaurant business;

Russian Economic University named after G.V. Plekhanov, Moscow, Russia;

2004 Internship in TU Munich (Faculty of Food Technology), Munich Germany

**PERSONAL:**

Green Card holder;

* Excellent time management skills, strong work ethic and the ability to take on multiple roles to be successful;
* Excellent analytical, organizational and interpersonal skills.

**EXCELLENT PERSONAL AND PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST**