

## PROJECT MANAGER

🔄 15 жовтня 2020 📍 Місто: [Львів](#)

Вік: 44 роки

Режим роботи: повний робочий день, віддалена робота, часткова зайнятість

Категорії: IT, WEB фахівці, Керівництво

✓ Перебуваю в шлюбі    ✓ Є діти    ✓ Готова до відряджень

### Досвід роботи

#### Maternity Leave

Назву компанії приховано (Maternity Leave), Львів

05.2017 – По теперішній час (9 років 2 місяці)

#### Project Manager

Devellar (IT), Київ

11.2006 – 04.2017 (10 років 5 місяців)

#### Обов'язки:

- Plan on-going and one-time tasks for assigned projects, control execution of all tasks and activities according to plan;
- Management of 10+ member team;
- Project development plan creation, budget, profitability calculation
- Control tracking of resources (time, money) spent for task execution;
- Manage creation of new and redesign of existing websites, content updates, promo actions, functionality updates, increasing number of services provided;
- Onsite optimization;
- Analyze results of the current plan and strategy, overall performance of the project: monitoring of sales, serps positions, traffic, conversion rate, average order value, etc;
- Manage and update pricing policy, services/products line, communication with visitors and customers;
- Manage and promote affiliate program and affiliate network;
- Monitor market and competitors for assigned commercial projects;
- Manage online reputation of company's projects. Eliminate negative reputation issues where possible;
- Staff training and follow up of their work

#### Projects, processes and achievements:

1. Ongoing process: academic assistance projects for international students. Achievements: conversion rate of new visitors increased up to 6%, yearly revenue increase achieved 15-40%, # of failed orders reduced twice

#### 2. Start-ups:

- Resume writing service – Resumesplanet.com
- Online tutoring service (B2C) – Tutorsville.net. Achievements: new project was launched; support and sales staff was trained, their work is under constant control; the process of online tutoring in 30 subjects was set up and is running independently; revenue increased in 17 times (6-month period); additional services are in the process of implementation;
- Online educational platform (B2B) – Tutorsclass.com. Beta version was launched.

#### Customer Support Representative

IMU (IT), Київ

02.2006 – 06.2006 (4 місяці)

#### Обов'язки:

- Technical support of foreign customers by phone and email;
- Negotiations with affiliate partners;
- The procedure of delivery of orders was improved – the delivery period is reduced, copies of orders are sent from different domains to addresses at postal servers with strong anti-spam policy
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## **Освіта**

[Izmail State Liberal Art University \(Ізмаїл\)](#)

Спеціальність: Faculty of Foreign Languages

повна вища, 09.1998 – 06.2003 (4 роки 9 місяців)

## **Знання мов**

Англійська - Високий рівень (вільно)