PROJECT MANAGER

15 жовтня 2020 Місто: Львів

Вік: 45 років
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 6 місяців)

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)