Melnychok Tetiana



QA ENGINEER TESTER, 19 000 ГРН.

19 серпня 2024 Місто: Львів

Вік: 25 років
Режим роботи: повний робочий день, віддалена робота
Категорії: IT, WEB фахівці, Дизайн, творчість, Інші пропозиції

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Досвід роботи

Copywriter

HealthT5.com (Recommendations in the field of health and healthy lifestyle),
12.2022 – 06.2023 (6 місяців)

Обов'язки:

Responsibilities:

- Writing articles according to the customer's requirements;
- Researching topics and collecting material for writing articles;
- Meeting deadlines for completing tasks.

Achievements:

- Wrote 50 high-quality articles on health and healthy lifestyle
- Analyzed and researched current health topics, which allowed us to create content that meets current trends and audience needs.
- Ensured that all tasks were completed in a timely manner, which allowed us to publish new content on a regular basis, which helped increase traffic to the website.

Clerical worker

Department of Health of the Lviv Regional State Administration (Organization, management and coordination of the medical sector in the Lviv region.), Львів
10.2020 – 10.2022 (2 роки)

Обов'язки:

Responsibilities:

- Receiving and registering incoming and outgoing documents;

- transfer of documents for execution by resolutions;

- keeping records of documentation;

- sending relevant documents to addressees;

- Receive calls and provide information on certain issues.

Achievements:

- Ensured the accuracy and timeliness of the transfer of documents under resolutions, which contributed to the timely completion of tasks and compliance with deadlines.
- Maintained a high level of communication with addressees, ensuring prompt delivery of important documents and responding to inquiries with accuracy and professionalism.

- Improved customer service by efficiently handling incoming calls and providing comprehensive information, which increased employee and citizen satisfaction.
- Mastered the electronic document management system, which reduced the number of errors in document processing and facilitated access to archives.

Освіта

Lviv Polytechnic National University (Львів)

Спеціальність: Tourism

повна вища, 09.2019 – 06.2023 (3 роки 9 місяців)

Додаткова освіта

• Cyber Bionic Systematics "QA Engineer", 2024

Знання мов

Англійська - Середній

Додаткова інформація

Знання комп'ютера, програм: Jira, TestRail, Postman, Fiddler Everywhere, MySQL
Особисті якості, хобі, захоплення, навички: A quick learner with good analytical skills, attention to detail, and a commitment to delivering quality results, punctual. I am a creative person in general. When I have free time I draw portrait of people, do yoga, play the piano and sing.
Мета пошуку роботи, побажання до місця роботи: - Clearly defined testing processes and standards to help you perform your duties effectively and achieve high results. - Support from management in professional development and the opportunity to participate in trainings, seminars or certification progra