JUNIOR BUSINESS ANALYST (TRAINEE)

30 червня

Місто: Київ

Вік: 22 роки

Режим роботи: повний робочий день, віддалена робота

Категорії: IT, WEB фахівці, Торгівля, продажі, закупівлі, Інші пропозиції

Опис

- Location: Poland
- Summary:

Business Analyst Trainee with knowledge of requirements gathering, process modeling (BPMN/UML), prototyping, and SQL. Experienced in organizing workflows, stakeholder communication, and documentation management. Motivated to contribute to process improvement and product development.

- Experience:

Group Project: Time Tracking Tool (IAMBA Course)
Goal:
To create a time-tracking tool for a business owner’s personal needs with the possibility of future expansion
Tools:
Google Sheets/Documents, Google Calendar, Draw.io, Moqups
Responsibilities:
Organized the team’s workflow and distributed responsibilities
Facilitated interviews conducted to gather requirements
Wrote user stories and acceptance criteria for the employee role
Created the main elements of the use case diagram and ERD
Designed mockups and wireframes for the employee interface
Portfolio: drive.google.com/drive/folders/1nCnJyC_rauNwW2gBkt-EzdRYeoZbuWml?usp=share_link

07/2025-02/2026 Personal Assistant
Tools:
Excel, Notion, AI, Google Calendar, LinkedIn
Structured and maintained business documentation and workflow information.
Bought +2k followers to the client’s LinkedIn account, increased SSI score to 57

06/2024-11/2024 Moose Centrum Języków Obcych, Katowice
Ukrainian language tutor
Developing and implementing personalized learning plans for children, using digital resources

- Languages:

English - B2

Polish - B2 (Certified)

Ukrainian - C1

Russian - C1

- Skills:

Hard

- Requirements Management
- Prototyping
- UML, BPMN, ERD
- Jira

- Draw.io
- Moqups
- Google Sheets/Documents
- SQL

Soft

- Problem-solving
- Attention to detail
- Responsibility
- Time management
- Customer communication

- Education:

2018-2022
General Lyceum in Kremenchuk, Ukraine
Specialization: History and Economics

- Courses and certificates:

Business Analysis Course (IAMBA) from IAMPM (certified)

State Certificate in Polish as a Foreign Language, level B2 (CEFR)

Training "Office worker with elements of accounting and administration" (certified)