

# Ділендорф Міла-Валері

## JUNIOR PROJECT MANAGER, 43 000 ГРН.

31  
травня

Місто: [Київ](#)



Вік: 35 років

Режим роботи: повний робочий день, вільний графік роботи, віддалена робота

Категорії: IT, WEB фахівці

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### Опис

#### PROFILE

I am starting my career in IT Project Management after completing the **IAMPM — Project Management in IT** course and the **PM/BA course at Lemon School**. I have experience participating in projects such as **Multiwork**, **eSIM Mobile Application**, **LifeBalance Guide**, and the website update project for a non-governmental organization.

I worked with task organization, requirements clarification, communication with the team and client, Jira / Trello / ClickUp, and basic project documentation. I am responsible in my work, quickly adapt to new processes, and focus on bringing tasks to completion.

#### WORK EXPERIENCE

**Junior Project Manager**  
**Confederation of Public Organizations of Persons with Disabilities of Ukraine**  
**April 2025 — Present**

- Coordinate the work on updating and redesigning the website of a non-governmental organization.
- Communicate with the client, clarify needs, preferences, and key website requirements.
- Collect and structure information from the client and pass it to the development team.
- Help break down the scope of work into tasks and subtasks.
- Create and clarify tasks for frontend and backend developers.
- Track task statuses, current progress, and next steps within the project.
- Support communication between the client and the team so that all participants understand agreements, priorities, and changes.

#### Achievements:

- Established a basic communication process between the client and the development team.
- Collected and structured key information for the website update.
- Helped break down the website work into clear tasks and subtasks.
- Organized the process of tracking tasks and current work status.

**Junior Project Manager**  
**Multiwork project, IT sector, remote**  
**September 2024 — June 2025**

- Worked on the Multiwork project — a platform designed to connect specialists for joint projects using AI to optimize participant selection processes.
- Coordinated interaction between designers, frontend/backend developers, and a BA.
- Organized team meetings and client meetings to collect feedback.
- Set and clarified tasks for the team, monitored their completion, and tracked progress.
- Helped structure project functionality, align requirements, and support communication between participants.
- Maintained basic project documentation and helped plan the next stages of development.

#### Achievements:

- Organized the work of a team with several participants: designers, developers, and a BA.

- Set up a clear task structure to control work execution.
- Supported process transparency through regular status updates, clarification of agreements, and next steps.

### **Project Manager Intern**

#### **IT Project, NDA**

**June 2023 — November 2023**

- Worked under the guidance of a senior PM with the processes of project initiation, planning, execution, monitoring, and closing.
- Participated in preparing project documents: project charter, project plan, risk register, and budget estimation.
- Practiced working with Agile, Scrum, Kanban, Jira, Trello, and other task management tools.
- Helped track task statuses and coordinate interaction between technical teams.
- Worked with user flow, task structure, and implementation planning.

#### **Achievements:**

- Learned the basic process of creating project documentation.
- Gained practical experience in task and status control in Jira.
- Deepened my understanding of Agile methodologies through work on a real product.

### **Remote Contract Junior Project Manager**

#### **Project: eSIM Mobile Application**

**January 2023 — May 2023**

- Helped prepare a project plan with implementation stages, timelines, and resources.
- Participated in preparing a project charter with goals, scope of work, participant roles, and key project stages.
- Helped the senior PM create a user flow and divide functionality into logical blocks.
- Created and organized tasks in Jira, tracked their completion and statuses.
- Coordinated communication between the designer and developer.
- Participated in sprint planning and task clarification for the team.

#### **Achievements:**

- Created tasks in Jira and tracked their completion.
- Worked with task boards and participated in sprint planning.
- Helped maintain the exchange of information regarding tasks, statuses, and next steps.

## **EDUCATION**

### **Master's Degree in Occupational Safety**

Donetsk National Technical University

2007–2013

### **Master's Degree in Law**

Interregional Academy of Personnel Management

2019–2022

## **COURSES AND CERTIFICATION**

### **IAMPM — Project Management in IT**

**Completed in May 2026**

The course lasted 3.5 months. During the course, I studied the role of a Project Manager in IT, project planning, working with requirements, task decomposition, WBS, roadmap, risk management, communication with the team and client, task tracking, and basic project documentation.

### **PM/BA Course, Lemon School**

**September 2023 — December 2023**

Completed a course in project management and business analysis. Studied Agile, Waterfall, the basics of project planning, goal setting, working with tasks, progress tracking, and basic tools such as Jira and Trello.

## **LANGUAGES**

Ukrainian — Native

Russian — Fluent

English — B1 / Intermediate, actively improving professional vocabulary

## **TOOLS**

Jira, Trello, Notion, ClickUp, Google Docs, Google Sheets, Slack, Zoom, Miro, MS Excel.