PROJECT MANAGER

15 октября 2020 Город: Львов

Возраст: 45 лет
Режим работы: полный рабочий день, удаленная работа, частичная занятость
Категории: IT, WEB специалисты, Руководство

✔ Состою в браке ✔ Есть дети ✔ Готова к командировкам

Опыт работы

Maternity Leave

Название компании скрыто (Maternity Leave), Львов
05.2017 – По настоящее время (9 лет 6 месяцев)

Project Manager

Devellar (IT), Киев
11.2006 – 04.2017 (10 лет 5 месяцев)

Обязанности:

• 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), Киев
02.2006 – 06.2006 (4 месяца)

Обязанности:

- • 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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Образование

Izmail State Liberal Art University (Измаил)

Специальность: Faculty of Foreign Languages

полное высшее, 09.1998 – 06.2003 (4 года 9 месяцев)

Знание языков

Английский - Продвинутый (свободно)