WEB CONTENT MANAGER, 40 000 ГРН.

29 марта 2021 Город: Киев

Возраст: 45 лет
Режим работы: полный рабочий день
Категории: IT, WEB специалисты, Дизайн, творчество, Реклама, маркетинг, PR

✔ Состою в браке ✔ Есть дети ✔ Готова к командировкам

Описание

Desired positions and categories. Type of employment

Web content-manager

Google analyst

SEO specialist (Junior)

Social media marketing specialist

E-mail marketing manager

Copywriter / Rewriter

Categories: internet-marketing, tourism, ecommerce, media, PR, SMM, web-design,

E-mail marketing, online sport betting, online marketing.

Type of employment: Full time.

Desired salary: from 1 500 $/per month.

Personal statement

A conscientious and professional web-content manager with eight years of experience in updating the websites and ecommerce platforms with text and graphic content (banners, teasers, icons, landing pages, backgrounds, slides, etc.) via different CMS panels, currently seeking an interesting position
with the opportunity to improve existing skills and gain new experience in the categories mentioned above. A good organised and efficient individual, whose responsible approach to projects has yielded desired results. Recent achievements with my current employer include the implementation of new templates for various websites.

Shortly about me:

Sense of responsibility and responsible behaviour overall.

Team spirit, quick adaptation into the team, good communication.

Reliable and positive attitude to the work responsibilities and colleagues.

Detailed oriented and always aiming for best solution.

Wishing to learn and develop day by day.

Key Skills and Responsibilities

Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint

JavaScript knowledge (basic level), HTML (advanced level), CSS and Adobe Photoshop (average level)

Experience in CMS platforms: WordPress, 1C Bitrix, Magento, Ecommerce, self-written CMS

Experience in ticket systems: Jira, Redmine

SEO – learning level

Participation in monthly reports and analysis of websites using GA tool

Active participation in back-end and front-end improvements

Participation in the definition of solution to maintain website structure (User-friendly - UX)

Experience into email marketing (creation of email newsletter via UniSender)

Ability to manage content in unfamiliar languages (e.g., Armenian, Uzbek, Georgian, etc.)

Enhance automatic emails content

Capability to manage multiple websites in different language versions

Possibility to quickly manage various platforms

Active participation in Teams and Zoom meetings

Communication skills, both written and verbal

Time management skills

Ability to manage worldwide tickets

Participation in facelift and design projects

Regular contact with local and foreign managers

Participation in process management of requests for worldwide tickets

Employment History

Web-content manager, TLScontact, Kyiv, Ukraine

(June 2017 – Present)

Content manager / E-mail manager / Graphic designer (junior), Yana Luxury Travel & Concierge, Kyiv, Ukraine

(January 2017 – June 2017)

Content manager / Manager of digital marketing, FavBet Betting Company, Kyiv, Ukraine

(December 2013 – January 2017)

Proofreader / Editor, Polygraphic Company "Intertechnology", Kyiv, Ukraine

(February 2012 – November 2013)

Journalist / Editor, Publishing house “Magnat”, Kyiv, Ukraine

(September 2003 – January 2012)

Education

Rivne Institute of Slavonic Studies

(September 1998 – June 2003)

Specialty: International relations of the Slavonic countries.

Specialization: International information, journalism, mass media and PR.

Rivne Humanitarian Gymnasium №7 with depth study of English Language.

(September 1987 – June 1998)

Additional Education and Practice

Košice Institute, Slovakia.

(2000)

Slovak language practice, mass media and foreign relations.

Belgrade, Serbia.

1. CMS team seminar / 5 days' workshop

(July 2017)

2. ITA website facelift seminar / 5 days' workshop

(August 2019)

Responsibilities:

- Review and implementation content on websites in various language versions

- Participation in UX process / shared of ideas

- Collaboration with CMS managers to put in a place a high-end website (content wise) and using new templates (IT/CMS documentation)

Udemy online courses on Digital marketing tools: Google Analytics, SMM, HTML5, CSS3, SEO.

There are certificates of successfully completion of courses below:

1. Build Responsive Real World Websites with HTML5 and CSS3

(Sept. 15, 2020)

2. Google Analytics for Beginners / Hands-On Training course

(Sept. 18, 2020)

3. SEO Training: Get Free Traffic to Your Website With SEO

(Sept. 29, 2020)

4. Social Media Marketing Mastery / Learn Ads on 10+ Platforms

(Jan. 12, 2021)

Languages

Ukrainian - expert

Russian - expert

English – Upper Intermediate

Hobbies & Interests

I enjoy always learning and master new skills. I like travelling, communication and spending free time with my family and friends. I prefer active pastime: skiing, swimming, cycling, ice-skating and hiking.

References

References are available upon request.