

Melnichok Tetiana

★ QA ENGINEER TESTER, 19 000 ГРН.

⌚ 19 августа
2024

📍 Город: [Львов](#)



Возраст: 24 года

Режим работы: полный рабочий день, удаленная работа

Категории: IT, WEB специалисты, Дизайн, творчество, Другие предложения

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Опыт работы

[Copywriter](#)

HealthT5.com (Recommendations in the field of health and healthy lifestyle),

12.2022 – 06.2023 (6 месяцев)

Обязанности:

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.), Львов

10.2020 – 10.2022 (2 года)

Обязанности:

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.

Образование

[Lviv Polytechnic National University \(Львов\)](#)

Специальность: Tourism

полное высшее, 09.2019 – 06.2023 (3 года 9 месяцев)

Дополнительное образование

- Cyber Bionic Systematics "QA Engineer", 2024

Знание языков

Английский - Средний

Дополнительная информация

Знание компьютера, программ: Jira, TestRail, Postman, Fiddler Everywhere, MySQL

Личные качества, хобби, увлечения, навыки: 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.

Цель поиска работы, пожелания к месту работы: - 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 programs