

JUNIOR BUSINESS ANALYST (TRAINEE)

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Город: [Киев](#)

Возраст: 21 год

Режим работы: полный рабочий день, удаленная работа

Категории: IT, WEB специалисты, Торговля, продажи, закупки, Другие предложения

Описание

- 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

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 (IAMBBA) from IAMPMP (certificated)

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