Ділендорф Міла-Валері



JUNIOR PROJECT MANAGER, 43 000 ГРН.

1 июня

Город: Киев

Возраст: 36 лет

Режим работы: полный рабочий день, свободный график работы, удаленная работа

Категории: IT, WEB специалисты

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Описание

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.