CERTIFIED

Project Manager | Scrum Master

EDUCATION/CERTIFICATIONS

Project Manager Certification - PMI - 2021

Scrum Master Certification - Scrum Alliance 2021

COMPTIA A+ Certification - 2021

Banking Services Certification - CPCC -2020

Notary Public Certification - CPCC - 2020

Google Analytics certification - Google Analytics Academy - 2020

HTML and CSS coding Course - 2020

Bachelor degree - Marketing Communications - LETI, Russia 1998-2003

TECHNICAL EXPERIENCE

Applications: MS Office Suite (incl.Project, PowerPoint, Visio), Confluence, Miro, Creately, JIRA, Trello, Jamboard, Postman, WebEx, Zoom, MS Teams, Slack, Google Suite, Adobe Photoshop, Illustrator, and PageMaker.

Databases: MS SQL Server, Eclipse IDE

Coding: HTML, Java, CSS, SQL

Test Automation: Selenium IDE

Agile Tools: JIRA, Trello

Methodologies: Agile, Waterfall

Languages: Spanish, Russian, German.

SUMMARY

Certified Scrum Master and Project Manager looking for a job to utilize leading and developing high performance team skills to provide expected deliverables within project scope removing possible impediments by applying assigned resources in effective manner and thinking outside the box. I have been a part of administration team at several business locations performing multiple functions as servant leader and coach managing company's resources, staff, facilitating transitions, crisis and risk management, directing trainings and fostering improvement projects.

PROFESSIONAL EXPERIENCE

SHL Health Two - Assistant Manager *Charlotte, NC 01/13 – Present*

- Integration management: integrating new software, prices, procedures, products, technologies in a daily work of cross-functional teams. Building high performance teams using servant leadership to engage productive collaboration and empowerment of people with different backgrounds.
- Communication management: improving communication between and within departments as well as with end-users and other stakeholders about company's roadmap, objectives, requirements.
- Quality management: evaluating sales, development and implementation of improvement projects, track KPIs, milestones and timeline charts, coaching (120 employees), leading, assessing results at multiple locations, roadblocks removal.
- Resource management of space, staff, time, inventory to maximize ROI.
- Regional (SC,GA) development team projects: 2 new locations launch and proactive company regulations compliance monitoring (5 locations).

CarolinaSoftech Business Analyst and QA Training (internship)

Charlotte, NC 03/21 – 05/21

- Developing and updating 4 Business Requirements Document and Functional Requirement Documents for web and app projects.
- As Scrum Master facilitated backlog refinement sessions, sprint planning sessions to identify and document requirements, definition of done and submit change requests for a different project.
- Facilitated Scrum ceremonies and artifacts including Sprint backlogs, stand up and Retrospective meetings, test plan, test cases, and test scenarios needed to execute various levels of system functionality.
- Plan defect management for projects as part of software development life cycle (SDLC).
- Write and execute Java code in Eclipse IDE
- Write Java code to automate websites testing utilizing Selenium IDE
- Planned Functional Testing, System Testing, Regression Testing, and UAT for 2 different projects.
- Data validation via SQL queries in T-SQL based of database diagram.

SELF-EMPLOYED *Charlotte, NC 2010-2013*

- commercial equipment sales on Ebay and locally
- assisted friends in business launching
- traveling and being a homemaker.
- prior - lived overseas and worked in marketing at pharmaceutical company for 2 years.