



Olena Dukhnich IT Project Manager

CONTACT DETAILS

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SOFT SKILLS

- Decision making
- Leadership
- Communication
- Problem Solving
- Conflict management
- Time management
- Risk management
- Development management
- Strategic planning
- Meeting deadlines
- Project planning
- Coordination
- Analytical
- Client expectations
- Prioritizing
- Multitasking
- Process improvement
- Quality control
- Risk assessment
- Written communication
- Verbal communication
- Interpersonal skills
- Process development
- Project reporting
- Assessing outcomes
- Executing plans
- Financial analysis
- Monitoring
- Managing meetings
- Project implementation
- Attention to details
- Impact assessment
- Planning
- Evaluation
- Assessing progress
- Collaborative
- Managing vendors

HARD SKILLS

- Figma • Photoshop
- Illustrator • AdobeXD
- Adobe InDesign • Zeplin
- Google Web Designer
- CSS Animation
- UX Research • A/B testing
- User Centered Design
- Prototyping • Icons Design
- HTML/CSS/SCSS • jQuery
- JavaScript • Git • Webpack
- Vue JS • Angular Material
- Angular / Ionic • Twigg
- Twitter Bootstrap
- Drupal 7-8 • Wordpress
- OpenCart • Magento
- HTML Emails

TOOLS

- Scrum • Kanban • JIRa
- Confluence • Trello
- Waffle • Google Analytics
- Documentation

METHODOLOGIES

- Agile • Waterfall
- Critical path method
- eXtreme programming
- Continuous Improvements
- Rapid Application Dev.

ACTIVITY

- HTML/CSS/JS course teaching in HelloWorld School, Kharkiv

LANGUAGES

- Ukraine - native
- English upper-intermediate
- Russian

REFERENCES

- Available upon request

SUMMARY

My work history started with web design, later expanded to front-end development - I have finished 100+ websites, portals and applications. I combined this activity with UX research and business analysis, also worked as a team lead (design and development teams). Finally, I came to the technical project management where I can provide and use my soft and hard skills to the maximum.

RECENT EXPERIENCE

Technichal Project Manager / Team Lead October 2015 - Present
WiserBrand Company, Ukraine/USA

Responsibilities:

- Coordination of 5 technical teams (30+ employees) for the big USA e-commerce project.
- Interaction with marketing, design, customer support, sales departments, initiating activities and resolving generic issues.
- Working together with India team, dividing areas of responsibility, management of both JIRa workflows, users and processes.
- Managing processes of deployments, code review, git flow, sandboxes, virtual developers machines, local environments.
- Elicitation of all levels requirements from stakeholders, regular communication with product owner and company management.
- Creating tasks for all team members, visual and technical documentation, use cases, prototyping, business analysis.
- Meetings - daily teams' meetings, regular developers' and QA sync up meetings, retrospective, poker planning, sprint planning, client's and financial reports.
- Resources planning, time-management, risk management.
- Regular reporting, presentations, demo for the clients and teams.
- Managing JIRa, Confluence, chats, channels, communication tools.
- Workshops, internal individual education, English speaking club creation, team buildings, conferences and trainings.
- Perfomance reviews, 1-2-1 meetings, grading, interviewing, career development plans, HR and accountant departments interaction.
- Managing the full cycle of development and testing, delivering features and products to the satisfied client.

Achievements:

- The teamwork results are 28% increase in revenue, 8,4% decrease in bounce rate, 62% clients base growth.
- The page loading time was reduced from 11 to 0.5 seconds.
- Successfully delivered 10+ complex interfaces from scratch, every one can be called a separate product.
- Initiating and successfully implemented step by step migration of a huge project from old stack of technologies to Vue/GraphQL API oriented system.
- Adjusting and supporting processes and workflows for Ukrainian and Indian teams, providing automatization rules between JIRa, git, Mattermost, notification and monitoring systems.
- Increased performance of the old-technologies based project to the 46% for google page speed services.
- As a result of teams' activities - the project rose to first pages in Google results for high-frequency queries, profit is stable or growing.

Front-End Developer / UX/UI Designer Jan 2019 - Jul 2020
Mimacom Company, Switzerland

Responsibilities:

- UX/UI Design and prototyping for several European medical projects (mobile applications and web-versions).
- UX research, focus groups, demos and presentations.
- Front-end development (Angular Ionic based applications).

Achievements:

- Successfully delivered mobile application and web service for the big medical system in short terms.
- Learned a lot of new technologies and approaches in management, processes and design.
- Communicated and worked with multi-national European teams.

Front-End Developer 2015
Itera Research, Ukraine

Responsibilities:

- Websites and landings front-end development for the USA and Israel projects, communication with clients directly.
- CMS-implementation including Wordpress, Drupal, Magento.

Achievements:

- Successfully done custom social family network based on Drupal Organic Groups in hard deadlines.

EDUCATION

Google Project Management Course Jan - Feb 2023
Project Planning: Putting It All Together

Google Project Management Course Nov - Dec 2023
Project Initiation: Starting a Successful Project

Google Project Management Course Oct - Nov 2023
Foundations of Project Management

Academy of Management, Ukraine Sep - Oct 2023
Public Speaking. Conflicts and Negotiations.
Building of business processes

Academy of Management, Ukraine Apr - May 2023
Workshops and trainings

- Delivery results
- Leadership
- Executive of strategy
- Personal Efficiency of Managers

Art of Business Analysis Jun - Jul 2022
Business Analysis Essentials Online
(Theory + Practice)

EasyCodeSchool 2018
JavaScript ES6 + Angular course

Regional Center of New Information Technologies 2011
Web Development Course

Kharkiv State Academy of Culture Kharkiv, Ukraine
Master of Theory and History of Culture