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Job objective:

I'm looking for a job as a head of IT department or project manager

Summary

I have 14 years experience in IT

I'm good at:

- Development and implementation of IT projects
- Management of IT department and project team
- Recruitment of specialists for the project

Experience

Team Lead

Oct 2017 - Jun 2018 (9 months)

E-POLKA (Startup) (<http://e-polka.com>)

- I wrote a technical task for developers and created architecture of the project
- Developed the engine and CMS for the project
- Created native mobile apps for iOS and Android
- Hired and managed a project team
- Many other tasks
- My team had 5 employees subordinate

IT Director

Jun 2013 - Aug 2017 (4 years 3 months)

Travel Professional Group (<https://tpg.ua>) and **Jurimex** (<https://jurimex.ua>)

- Created IT infrastructure almost from scratch in 2 companies
- Developed and implemented ERP, CRM, CMS and the tour cost system
- Created High-Availability clusters of servers for IT infrastructure security
- Created websites for the tour operator TPG and the law firm Jurimex:

-- <https://tpg.ua>

-- <https://travellist.ua>

-- <http://tpg.travel.pl>

-- <https://taxlink.ua>

-- <https://bitlex.ua>

-- <https://jurimex.ua>

- <http://jurblog.com.ua>
- <https://misstourism.tpg.ua>
- Many other tasks
- My team had 12 subordinate employees + controlled outsourcing companies

Manager of IT projects and head of Help-Desk department

Sep 2009 - Jun 2013 (3 years 10 months)

Corporation Obolon (<https://www.obolon.ua>)

- I created from scratch Help-Desk department
- Developed, implemented and supported CRM System + Mobile app for WM
- Implemented the electronic document management system
- Many other tasks
- My team had 2 employees subordinate + supervised 15 employees of other departments

System Administrator

Oct 2004 - Aug 2009 (4 years 11 months)

MAS Elektronik AG (<https://www.xoro.de>)

- I supported 5 servers on the Windows Server
- Provided IT support for company users (1 for the whole office, ~45 PC's)
- Other IT tasks

System Administrator Assistant

Jul 2003 - Oct 2004 (1 year 4 months)

ABBYY Ukraine (<https://www.abbyy.com>)

- I did tasks on setting up office PCs
- Tested software for intra-office use
- Helped accountants

Education

NUFT (Department of NTUU KPI) (Kiev)

End date 2008

Automation of computer systems (higher)

Language skills

English - intermediate (I'm studying with a tutor)

I can be interviewed in this language

Russian - fluent

I can be interviewed in this language

Ukrainian - fluent

I can be interviewed in this language

Courses

Courses on the basics of cognitive psychology (Kiev)

End date 2010

- I understand that the interlocutor wants to explain
- I can explain my thoughts and tasks for the performers
- I have useful knowledge for successful project development

Driver's license

Category B

Knowledge and skills

- I know and understand how ERP, CRM, CMS, E-commerce, HRM and other systems work;
- I know and use the methodologies: Kanban, Scrum, RUP, ITIL/ITSM and others;
- I know how to do a pre-project survey, describe current business processes, prepare minutes of meetings and automate business processes;
- I know how to write technical tasks for developers and other employees;
- I have experience in creating IT infrastructure from scratch;
- I am able to search and hire specialists for the IT project team;
- I know how to ensure the safety of IT companies from data loss;
- I know the principles of SEO and promotion strategies;
- I know how to create an IT infrastructure on the basis of Freeware software;
- I find solutions for business development through the automation of business processes and the search for new technologies;
- I analyze and design usability models (UX \ UI);
- I'm an advanced PC user with good server administration skills;
- I know the basics of programming languages: HTML\CSS, PHP, .Net (C#), 1C 8.x;
- Professionally I create instructions and teaching materials;
- I easily find mutual understanding with customers, colleagues, subordinates and external executors;
- I know how to create reports on the cost of maintaining a department;
- I know how to create reports on the work done and about plans for the future.

Personal qualities

I am responsible, initiative, I regularly study new technologies and develop my skills. Moreover, I am stress-resistant, attentive, without bad habits. I am able to find a compromise in conflict situations. I always work for results.