

General Information

First name, birthday	Olga, 19.02.1978
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Education

Institute of higher education	Institut d'Administration des Entreprises (IAE) Minsk State Linguistic University
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Foreign languages

	Everyday topics			Professional topics		
	Reading	Writing	Speaking	Reading	Writing	Speaking
English	Fluent	Fluent	Fluent	Fluent	Fluent	Fluent
Russian	Native	Native	Native	Native	Native	Native
French	Fluent	Fluent	Fluent	Fluent	Fluent	Fluent

Professional Activity/Experience (Summary)

International experience, understanding of EU culture and mentality
Critical/strategic thinking and ability to express myself exactly
Practical knowledge in client service: presentations and proposals, strong communication skills
Business analysis experience: initial presale analysis, planning analysis activities, resource management
Project requirements definition, understanding of software development life cycle (Agile, scrum)
Prospecting and active sales, proposals and presentations, requirements gathering and definition
Excellent negotiation skills, fluent French and English

Projects Experience

Period	From 12.2015	To Present time
Position	Business Development Manager	
Responsibilities	<ul style="list-style-type: none"> - Custom software development services using PHP - Prospecting and active sales - Proposals and presentations - Requirements gathering and definition 	
Environment	French market / IT Outsourcing / Active sales / B2B Marketing Strategy / Requirements Analysis	

Period	From 11.2015	To Present time
Position	Business Development Manager	
Responsibilities	<ul style="list-style-type: none"> - Website development: Drupal expertise - Prospecting and active sales for Drupal projects - Management of Customers Service - Desktop applications - Prospecting and active sales - Proposals and presentations - Requirements gathering and definition 	
Environment	PHP / Drupal / C/C++ / C# / .NET / Java / Sharepoint / French market / IT Outsourcing / Active sales / B2B Marketing Strategy / Requirements Analysis	

Period	From 11.2013	To 12.2015
Position	Business Development Manager	
Responsibilities	<ul style="list-style-type: none"> - Sales of custom software development services for EU market - Prospecting and active negotiations (proposals and presentations, requirements gathering and definition) - Expanding sales leads database, active sales - Business trips to France to meet founders and CTO of IT companies - Custom software development services: web, mobile, big data (Prospecting and active sales, proposals and presentations, requirements gathering and definition) 	
Environment	iOS / Android / Windows Phone / French market / IT Outsourcing / Active sales / B2B Marketing Strategy / Requirements Analysis	

Period	From 02.2012	To 10.2013
Position	French translator	
Responsibilities	Globalfarm Translation of medicine texts	
Environment	MS Windows / MS Office	

Period	From 11.2006	To 07.2009
Position	Acquisition and Marketing Manager	
Responsibilities	Acquisition of intellectual property rights from European producers (TV animations) Prospecting and active negotiations (evaluation of proposals and making agreements) Domestic sales in Belarus	
Environment	Sharepoint / Jira	

Period	From 05.2006	To 10.2006
Position	Acquisition and Marketing Manager	
Responsibilities	Acquisition of computer components from foreign producers Analysing proposals and making agreements, active negotiations Business trip to COMPUTEX 2006, Taipei, Taiwan	
Environment	Sharepoint / Redmine	

Period	From 04.2004	To 05.2006
Position	Acquisition and Marketing Manager	
Responsibilities	Acquisition of intellectual property rights from European producers (TV films, animations) Prospecting market and active negotiations, making agreements Coordinating of sales and logistics departments Promotional materials creation Business trip to NATEXPO 2005, Moscow	
Environment	Sharepoint / Jira	

Period	From 05.2000	To 04.2004
Position	Regional Manager	
Responsibilities	Account manager of a book origin region: <ul style="list-style-type: none"> - prospecting new clients - analysing market, developing strategy of my region - CRM and invoices - making book trade catalogs, annotation translation 	
Environment	Sharepoint / Jira	

Professional Skills

Skills	Experience, in years	Level	Last used, year
Operational systems			
Android	3	Basic	2016
iOS	3	Basic	2016
MS Windows	3	Basic	2016
MS Windows Mobile	3	Basic	2016
Programming Languages			
PHP	1	Basic	2016
PHP CMS			
Drupal	1	Basic	2016
Engines, Platforms			
Sharepoint	12	Advanced	2016
Project Tracking			
Jira	12	Advanced	2016
Redmine	10	Advanced	2016
Management			
Business analysis	12	Advanced	2016
Testing	16	Advanced	2016
Project Management	12	Advanced	2016
Business development	12	Advanced	2016

Demo presentation	16	Advanced	2016
Requirements analysis	16	Advanced	2016
Marketing	16	Advanced	2016
Sales management	16	Advanced	2016
Presales	16	Advanced	2016