

General Information

First name, birthday	Olga, 10.12.1989
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Education

Institute of higher education	Belarusian National Technical University Economics and Organization of Mechanical Engineering Production
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Foreign languages

	Everyday topics			Professional topics		
	Reading	Writing	Speaking	Reading	Writing	Speaking
English	Intermediate	Intermediate	Elementary	Intermediate	Intermediate	Elementary
Russian	Fluent	Fluent	Fluent	Fluent	Fluent	Fluent

Professional Activity/Experience (Summary)

Good experience as a Business Analyst in IT
Business meeting, communication with clients, gathering, elicitation and analysis of requirements
Writing of software requirements specification documents (web, mobile projects), demo presentations
Modeling and prototyping, basic UX design (desktop, mobile)
Experience of organizing business analysis at the outset of a project
Knowledge of different software development methodologies (Scrum)
Good communication skills, Creativity, Self-organization, stress resistance, aptitude for learning

Projects Experience

Period	From 2013	To present time
Position	Business Analyst	
Responsibilities	<p>Two large systems from scratch:</p> <p>Staffing and Recruiting: multi-module web-system, which includes a full work cycle of HR agency (CRM, creating of vacancies, candidates search, hour tracking, billing, salaries etc .) and also mobile and web-applications for customers, applicants and employees.</p> <ul style="list-style-type: none"> - Collection, formalization and harmonization of the requirements with the customer - Information gathering, description and modeling of business processes - Effective analysis and proposals for process optimization - Development of documentation - Demo presentations for management and customers <p>Project on Education, B2B: Selling of licences for teaching courses, that have been developed in accordance with EU standards. Providing access to the system for the companies, to work with schedules, groups, students and course programs. Web-application.</p> <p>Direct communication with stakeholders;</p> <ul style="list-style-type: none"> - Gathering, elicitation and analysis of requirements; - Writing of software requirements specification documents (web, mobile projects); - Modeling and prototyping, basic UX design (desktop, mobile); - Demo presentations <p>Courses:</p> <p>"Business Analysis for IT" IT Academy (Educational center of Hi-Tech Park Belarus)</p> <p>"Practical analysis using UML" Educational center of Hi-Tech Park Belarus</p> <p>"English for IT" IT Academy (Educational center of Hi-Tech Park Belarus)</p>	
Environment	Business Analysis \ Elicitation of requirements \ Requirements analysis \ Prototyping \ UX Design \ Axure RP \ Functional testing \ Usability testing \ Demo presentation \ UML \ Scrum \ Visio \ Axure \ Photoshop \ Microsoft Publisher	

Period	From 2010	To 2013
Position	Engineer	
Responsibilities	<p>Engineer in the laboratory "Automation of the design process" (United Institute of Informatics Problems)</p> <ul style="list-style-type: none"> - Software market researches; - Monitoring enterprises to determine the level of IT development; - Work with business development plans. <p>Courses:</p> <p>"Web Design, HTML" ESHKO</p>	
Environment	Business Analysis \ Requirements analysis \ Visio \ Photoshop \ UX Design	

Professional Skills

Skills	Experience, in years	Level	Last used, year
Operational systems			
Android	4	Advanced	2016
iOS	4	Advanced	2016
MS Windows	6	Advanced	2016
Front-end			
HTML	4	Basic	2016
CSS	4	Basic	2016
JavaScript	4	Basic	2016
Project Tracking			
Redmine	4	Advanced	2016
MSPProject	4	Advanced	2016
Management			
Business analysis	6	Expert	2016
Human resources	1	Basic	2013
Testing	4	Basic	2016
SMM	4	Advanced	2016
Copywriting	4	Advanced	2016
Project Management	4	Advanced	2016
Business development	1	Advanced	2013

Prototyping	4	Expert	2016
Functional testing	4	Advanced	2016
Usability testing	4	Advanced	2016
Demo presentation	4	Expert	2016
Requirements analysis	6	Advanced	2016
Design			
Website design	4	Basic	2016
Banner design	4	Basic	2016
UX Design	6	Advanced	2016
Graphic editors			
Visio	6	Advanced	2016
Axure	4	Advanced	2016
Photoshop	6	Basic	2016
Microsoft Publisher	4	Advanced	2016