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Malinovskiy Arseniy

Активно шукаю роботу

Project Manager, 57000 грн

Повна зайнятість
Бажане місто роботи : Робота за кордоном
Дата народження: Немає даних
Стать: Чоловік
Сімейний стан: Не вказано
Діти: Не вказано

Контактна інформація

Зареєструйтеся або увійдіть щоб відкрити контакти пошукача

Мета

Male, 25 years old, a manager from Ukraine with UK’s education. Looking for permanent immigration from Ukraine as well as remote opportunities.

Досвід роботи

Project Manager

з 08.2021 по поточний час (5 років 2 місяці)
Javetec, UK
(Javetec, a British company that provides business leadership, technical expertise, design, and

development services for start-ups & companies those looking to implement AI solutions. They develop a fully tailored technology strategy.

I am working here as an IT project manager, currently on a high-budget, long-term real estate project for an EU-based company with offices in Sweden and the UK. I also cover some in-house projects of Javetec based on AI implementation into various industries. My responsibilities included project planning, control, supervision of the results, and analytics of developers' performance. I regularly communicate with clients in order to make them confident about the project's success. We use platforms Jira, Trello, and Asana for tasks, Slack for regular communication.

In addition, on a part-time based, I am working together with the CEO on a Business Development, as this company is actively growing and require new strategies within marketing, sales, hiring, etc.)

Project Manager

з 06.2020 по 08.2021 (1 рік 2 місяці)
Ideal Deal, Russia
(Ideal Deal, a small sized software company specializing in the development of innovative IT products (MVP, software of any complexity (SaaS, ERP, CRM, E-commerce) and other related services for international customers.
- Performed a variety of tasks to develop this young company into an established business
- Managed company's project for the development of international sales of innovative products, including all stages of development: initiation, research, planning, testing, implementation (launch), completion, coordination of the actions of team members and third-party consultant contractors to implement the project in accordance with the project objectives, urgency and within budget.
- Managed a wide variety of project tasks at every stage, including identifying, monitoring, tracking, and controlling for solving problems, conflicts, risks, dependencies, and the results of critical analysis.
- Developed the concept of the project, made the choice of the project strategy, its planning, and implemented deadlines
- Created the design and documentation of the project in accordance with its business objectives, plan, high-quality management standards and customer expectations.
- Suggested a new way of company's strategy and a restructuring of a company to meet new challenges within the market.

In the project's boundaries:
- supervised and coordinated the work of the company's employees;
- used the experience of working with large amounts of data (research, analysis, the ability to identify relationships and interdependencies in data), international market research (SWOT, PESTEL), assessment and analysis of the information received to create an information base;
- independently came up with the concept of the project;
- developed and successfully tested various hypotheses, modern technological techniques, and methods to achieve the goal - to reach direct clients of international companies;
- defined and implemented the direction of direct sales of MVP and software for foreign clients;

- compiled an original algorithm for creating a client base;
- formed schedules for the implementation of tasks and reports of the work performed for the company's management, including analytical, statistical, financial and overall reports;
- wrote scripts for working with foreign clients from the USA and EU countries;
- created a plan for promotion in social networks and a plan for primary content management;
- independently developed in English samples of appeals, advertising texts, letters, requests, investment proposals, cooperation agreements, etc. documentation used in the work on finding clients, working with

the company's counterparties based on international standards and regulations;
- initiated meetings and their planning in the course of the project;
- launched the project ahead of schedule and, therefore, saved time and costs.
- managed the process of selecting specialists for the international department, based on the necessary professional skills and requirements for the implementation of the project tasks (interviews, testing, including in English, conclusion of a contract and NDA).
- regularly prepared and submited presentations and reports to the company's management for making decisions and tracking results.)

Founder/CEO/Project Manager

з 10.2018 по 12.2019 (1 рік 2 місяці)
UST Innovations LLC, US
(UST INNOVATIONS LLC, an American startup company that specialized in the development of innovative IT products, including startups. Full time/part-time.
- Carried out the management of an innovative project, including all its stages of development: initiation, planning, implementation, and completion of the project, coordination of the actions of team members, third-party consultant contractors to implement the project in accordance with the project objectives and within the budget.
- Participated in the development of the project concept and strategy, project planning, deadline implementation.
- Managed a wide variety of project tasks and deliverables at every stage, including identifying, monitoring, tracking and controlling to resolve problems, conflicts, risks, dependencies, and critical analysis results.
- Was involved in the design and documentation of the project in accordance with its business objectives, plan, high-quality standards and customer expectations.
- Conducted negotiations and meetings, business correspondence between all stakeholders of the project at all levels.
- Managed the process of hiring specialists (search, negotiations, testing, conclusion of agreements).
- I was engaged in the development, execution, conclusion of agreements for the employment of third-party consultant contractors, NDA.
- Drew up a work plan for each team member, motivated, stimulated the activity of performers, organized the interaction of team members, coordinated their activities and monitored the quality of the result.
- Formulated and translated a commercial proposal, technical documentation, product presentation texts, letters to investors, etc.
- Was engaged in the preparation of documents for the implementation of the registration procedure for services (content), registration of copyright and other rights associated with the project. Effectively passed the procedure for registering the copyright of a new product in the US Congress.)

Junior Business Manager

з 09.2016 по 09.2018 (2 року)
Legal Service and Technologies LLC, Bulgaria
(Legal Service and Technologies, a small sized family company that provided legal and consulting services in the field of education and employment within the EU.

- managed an international project of the company as a trade representative, planned, formed tasks, selected specialists, controlled the volume, timing and quality of their work.
- represented the international interests of the company to individuals and legal entities, including educational institutions, migration and registration authorities.

- coordinated the activities of sales representatives, ensured their effective interaction, maintained motivation and resolved conflict situations.
- trained the company's sales representatives.
- negotiated with clients, conducted consultations, was engaged in paperwork and signing of contracts.
- organized and conducted presentations, trainings and seminars.
- prepared reporting documentation, sales tables for matrix organization.
- was engaged in the translation of international legislative acts, contracts, preparation of information and analytical reports for the structural divisions of the company.
- studied and analyzed the international service and hospitality market.
- consulting clients who wished to immigrate, study or travel within EU.
- searched for legal information related with immigration policies and requirements for foreigners.
- applied for EU visas (travel and education purposes).
- prepared documentation for immigration, education and travel within EU and performed translation into English.
- prepared and made contracts for the purposes mentioned above.)

Додаткові відомості

Education: University of Sussex (Falmer, Brighton, BN1 9RH, UK) B.S., Business and Management Studies with Honors (2015-2018)
Bellerbys College London (Bounty House, Stowage, Greenwich, London SE8 3DE, UK)
Foundation program (Business and Management) (2014 – 2015)
Excellent written, presentation and oral communication skills in English and Russian.
Fluency in English, C2.

Technical skills:
Microsoft Office: Word, Excel (Graphs, Formulas, Gantt Charts), Outlook, Power Point;
SAP Terp 10.
Jira, Trello, Confluence, Asana, Slack.
Personal skills:
Perfect written, verbal and presentational skills.
I understand and use in my work various professional tools and techniques, best business practices and recommendations, along with this I understand IT technologies.
Strategic thinker with strong analytical (including SWOT and PESTEL) and problem-solving skills.
Motivated, determined, with the ability to adapt to changing and competing environment.
Possess strong team management skills;
I have the desire to take initiative, deal with ambiguity, and take responsibility.
Purposeful, company-oriented, team-oriented and collaborative.
My strengths are leadership and diplomacy, the ability to create a positive attitude and motivation within a team, to work in an international environment.
Ability to speak publicly and negotiate.
Open, sincere and easy-going.

Освіта

University of Sussex, UK

вища

BS Business and Management,

Володіння мовами

Английский — вільно
Русский — вільно

https://novarobota.ua/index.php/ua/resume/project-manager-243194