

# Olesia Kozhemiak

## Project manager / Business analyst

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## TECHNICAL SKILLS:

- **PM Tools:** Atlassian Suite (Jira, Tempo, Jira Advanced Roadmaps, Jira Discovery, Confluence), Trello, Omniplan, Redmine, PlanningPoker
- **BA & Modeling Tools:** Figma, FigJam, Lucidchart, draw.io, Miro, Balsamiq, bpmn.io
- **Development:** GitHub, Bitbucket, API integration
- **Communication:** Slack, Microsoft Teams, Lattice
- **Data Management:** Postico, pgAdmin, SQL (basic knowledge)

## LANGUAGES:

- English (Fluent)
- French (B2)
- Ukrainian (Native)

## EDUCATION:

**Cherkasy State Technology Specialist, Electrotechnic Systems of Power Consumption**  
2013 – 2016

**National Technical University of Ukraine 'Kyiv Polytechnic Institute'**  
Master's Degree, International Economics  
2007 – 2012

## SUMMARY:

Dynamic Project Manager and Business Analyst with 10+ years of experience in IT, management, and business process optimization. I specialize in Agile/Scrum and Waterfall methodologies, delivering complex IT projects from initiation to successful completion.

My expertise in SDLC, risk management, business process modeling allows me to efficiently align business objectives with technical solutions. Driven by results, I thrive in high-pressure environments, leading cross-functional teams and ensuring on-time, on-budget delivery.

- **Project Management:** Agile (Scrum, Kanban) and Waterfall methodologies, SDLC.  
✓ *Creation of sophisticated, specialized platforms (over CHF 500 million in revenue in seven years, over 3 million visits per year).*
- **Business Process Modeling:** Translating business needs into technical specifications.  
✓ *Smoother operations and a significant reduction in manual errors, improving overall efficiency and enhancing the customer experience.*
- **Risk & Issue Management:** Identifying risks, managing constraints, and resolving issues to deliver high-quality results.  
✓ *Implemented contingency plans that ensured zero critical system downtime and maintained project timelines, avoiding costly delays or disruptions to the e-commerce operations.*
- **Cross-Functional Teams:** Developed intercultural mindset and approach.  
✓ *Management of high-performing global (Ukraine, India, France, Switzerland) teams (up to 25 members, including frontend/backend developers, quality assurance engineers, designers, and tech leads).*
- **Client & Stakeholder Communication:** Strong communication skills, managing client expectations and securing stakeholder buy-in.  
✓ *Gathered feedback, managed changing requirements, and delivered regular progress updates, which led to an increase in stakeholder satisfaction and smooth project approvals.*
- **Change Management:** Expertise in managing the implementation of new technologies and processes.  
✓ *Led the successful migration of a Ruby project to React, overseeing a 1-year timeline to redevelop the running project on new technology.*

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## CERTIFICATIONS & COURSES:

- **'Talking to AI: Prompt Engineering for Project Managers'** PMI; Jul 2024
- **'Data Landscape of GenAI for Project Managers'** PMI; May 2024
- **'Generative AI Overview for Project Managers'** PMI; May 2024
- **'Project Management Professional (PMP)'®** PMI; May 2024
- **'Lean Six Sigma White Belt'** CSSC; Oct 2024
- **'Six Sigma White Belt'** CSSC; Oct 2024
- **'Planning with Advanced Roadmaps'** Atlassian; Apr 2023
- **'How to use roadmaps in Jira'** Coursera; Mar 2023
- **'Business analysis course'** IAMPM; Apr 2021
- **'Software Development Processes and Methodologies'** University of Minnesota; May 2020
- **'Middle Project Management Course'** IAMPM; Apr 2019
- **'IT DEVELOPMENT PROCESS COURSE'** IAMPM; Sep 2018
- **'Computer Science 101'** Stanford University; Jul 2018
- **'Agile Meets Design Thinking'** Coursera; May 2018

## EXPERIENCES:

### Project Manager & Business Analyst

GOLDAVENUE by MKS PAMP GROUP, Geneva, CH

May 2019 – Present

- Spearheaded high-impact IT projects, ensuring alignment with stakeholder needs and achieving high-quality results.
- Defined project scope, deliverables, and timelines for complex digital platforms, generating CHF 100M in annual revenue.
- Managed cross-functional teams, enhancing platform scalability and user experience for over 3M annual visitors.
- Implemented innovative processes, integrating technologies like ReactJS/NextJS for better performance and system reliability.

### Project Manager

Pixeleez, Yverdon-les-Bains, CH

Dec 2020 – Sep 2022

- Led client-facing discussions to clarify project objectives and translated business goals into actionable development plans.
- Managed project scope, documentation, and task assignments to ensure all milestones were met within set budgets and timelines.
- Successfully delivered high-profile IT projects that improved both client satisfaction and internal project workflow.

### Project Manager

Everlabs, Cherkasy Region, Ukraine

Aug 2018 – Apr 2021

- Facilitated project negotiations, ensuring deliverables matched client expectations and technical capabilities.
- Coordinated team efforts to meet tight deadlines, resulting in improved project delivery and enhanced client relationships.

### Project Manager

In-Agro, Cherkasy Region, Ukraine

Nov 2017 – Jul 2018

- Led IT project planning, budgeting, and resource allocation to ensure on-time and on-budget project completion.
- Managed project workflows using detailed task breakdowns to track progress and achieve key milestones.

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## EXPERIENCES:

### **Head of Group**

*Apr 2013 – Oct 2017*

Oblenergo, Cherkasy Region, Ukraine

- Directed the transmission of electric power, managing stakeholder negotiations and ensuring energy reliability.
- Prepared agreements and maintained precise reporting on energy consumption for large-scale operations.

### **Economist**

*Apr 2012 – Mar 2013*

CC 'City Group', Kyiv, Ukraine

- Analyzed financial activities and assessed the efficiency of resource use within enterprise operations.
- Developed and presented annual financial reports and projections for enterprise growth.