

Einar Khoroshok

Objective: position of a Project manager

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Date of birth: 1983.11.02

City of residence: Cherkasy, Ukraine



Profile:

- 10 years as a manager and a team leader.
- 3,5 years as a Project Manager in IT sphere.
- Wide experience in risk assessment and management, negotiations and expectation management.
- Ability to solve problems with consistency and amiability under pressure.
- Ability to strategize and prioritize effectively to accomplish multiple tasks.
- Perfect skill in Social Media Marketing.
- Solid experience in managing several projects at the same time and working with remote teams.
- Documenting key processes, user stories and use cases.

Background:

Methodologies: Agile (SCRUM), Incremental Model, Waterfall, Basecamp, Iterative Model, Mixed

Skills: Business analysis, Requirement analysis, Product management, Change management

Tracking systems: Jira (+Confluence), Asana, Trello, Redmine, Time doctor

Programming language: Ruby (Junior)

English: Pre-Intermediate

Education and training:

2016-Present	Online course “Project Management Principles and Practices” from Irvine Extension, University of California
2016-Present	Online course “Learn to programming on Ruby” from Chris Pine
2016	Online course “Computer Science 101” from Nick Parlante, Stanford University
2013-2014	IT School: GeekHub, “Projects management”
2010-2011	Cherkasy State Technological University, Master’s degree of “Business Administration, Business management, company management and project . management”
2006-2010	Cherkasy State Technological University, Bachelor’s degree of “Business Administration, Business management, company management and project management”
2003-2004	Military school #179, Sergeants courses and compulsory military service

Work experience:



“Take Games”

Project Manager and Business Processes Manager
May 2016 - Present

Responsibilities:

- Arranging the efficient work among the remote team members.
- Company’s conception creation.
- Arranging the web presence and increasing the amount of the

company references.

- Searching for potential clients and negotiating with them.
- Forming the vision of the project with our clients, collecting and drafting documents, estimating the project within the constraints of scope, time and money, scheduling the project using time accounting applications, conducting everyday meetings, overseeing the accomplishment of project objectives and tasks, delivering presentations to clients, completing the project.
- Assessing and managing the risks and expectations.

Achievements:

- Managed to cooperate 8 team members and organize their effective remote work.
- Set business objectives for 2 years and eliminated the main competitive advantages of the company.
- Managed the creation of the company’s website and active social media accounts.
- Conducted SEO-optimization and company promotion.
- Managed the creation of mini-game “Hardy Halloween” that helped our team to experience all stages of game creation and publishing.
- Managed the creation of the company’s new game targeted at profit-making.
- Managed 6 successfully accomplished outsource projects for our clients from the USA, India and Mexico.



“Trinity Systems”

Project Manager
April 2015 - October 2016 (1,5 years)

Responsibilities:

- Forming the vision of the project with our clients, collecting and drafting documents, estimating the project within the constraints of scope, time and money, scheduling the project using time accounting applications, conducting everyday meetings, overseeing the accomplishment of project objectives and tasks, delivering presentations to clients, completing the project.
- Assessing and managing the risks and expectations.

- Arranging team-building, educational and motivational activities for the team members.

Achievements:

- Successfully accomplished 2 long-term projects for our clients from Switzerland and Ukraine.
- Efficiently ran 9 projects at the same time while being the only manager in the company.
- Arranged the English classes with a native speaker.
- Helped the new employees to blend into the team successfully.



“BidOn-Games”

Project Manager and HR Manager
June 2014 - April 2015 (10 months)

Responsibilities:

- Forming the vision of the project with our clients, collecting and drafting documents, estimating the project within the constraints of scope, time and money, scheduling the project using time accounting applications, conducting everyday meetings, overseeing the

accomplishment of project objectives and tasks, delivering presentations to clients, completing the project.

- Interviewing and recruiting new team members.
- Arranging team-building, educational and motivational activities for team members.
- Consulting the CEO in negotiations, pricing and common issues concerning company's business.

Achievements:

- Helped the CEO to establish a new business unit and dissociate it from the parent company “WebKate”.
- Arranged self-supporting work of the new company and managed the successful accomplishment of 7 game projects for our clients from the USA, Georgia, Ukraine and Russia.
- Helped the CEO to save 90% of working staff from demission while the parent company “WebKate” was in the process of a shutdown.
- Arranged self-supporting work of the new company “BidOn-Games 2”, interviewed and recruited new team members.
- Managed the successful accomplishment of 12 game projects for our clients from the USA, Georgia, Israel, Ukraine and Russia.



“WebKate”

Project Manager
November 2013 - June 2014 (6 months)

Responsibilities:

- Forming the vision of the project with our clients, collecting and drafting documents, estimating the project within the constraints of scope, time and money, scheduling the project using time accounting applications,

conducting everyday meetings, overseeing the accomplishment of project objectives and tasks, delivering presentations to clients, completing the project.

- Assessing and managing the risks and expectations.
- Arranging team-building, educational and motivational activities for the team members.

Achievements:

- Accomplished 5 projects for our clients from the USA, Israel and Ukraine.
- Fully changed my specialty to an IT Project Manager and had a great progress in learning English.
- Completed the course of successful negotiations.



“Karabin”

Founder

May 2011 - November 2013 (2,5 years)

Responsibilities:

- Market analyzing, the company conception creation, the company foundation and legalities, description of the business processes.
- Staff recruiting, education and training.
- Negotiating with clients and subcontracting enterprises, communication with the representatives of the fiscal service.

Achievements:

- Expanded the company team up to 36 employees.
- Managed to sign the contracts with the several major companies that helped to reach the income of 1300000 UAH in year 2012.
- Supplemented the assets of the company with a minibus and big amount of building and steeplejacking equipment.
- Worked out a successful training system for the new employees.

Earlier working experience:

Group of companies “AlpaWork”, Chief Operating Officer (3 years)

Corporation “Nova Linia”, Leading Merchandiser-Technologist (0,5 years)

SP “Newton trade”, Chief of 3 departments (1,5 years)

About me:

My life values are honesty and keeping my promises, aspiration to become wiser and more intelligent throughout my whole life, my family and friends, travelling around the world, cheerful and active life stance.

I am a regular visitor of the IT and Gamedev web-forums. I am studying English and Ruby at present and I am planning to start studying QA as soon as possible. Investing and social psychology are of great interest for me as well. I initiated my photo-project “Street People” about poor people.

I am keen on climbing, rafting, travelling, practice fire, games and books.

For you:

I am eager to become part of your company, looking forward to long standing cooperation and ongoing increasing of my professional level. I hope to find the wise and skillful mentors as well as optimistic and intelligent colleagues in your company.

Thank you for observing my CV.

Good luck and have a nice day!

Sincerely, Einar Khoroshok.