

Kseniia Venidiktova

Senior IT Project Manager

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Location: Moscow, Russia

Citizenship: Russian Federation (work permit: Russia)

Ready for relocation

Desired Position: Senior IT Project Manager

Desired Salary: 4,000 \$ net

Employment Type: Full-time

Work Format: On-site (ready to discuss)

Professional Experience

Senior Project Manager iSimpleLab, Moscow, www.isimplelab.com *February 2025 – Present (1 year 4 months)*

Information Technology, System Integration, Internet

- Leading a VIP client project (large bank): coordination of new tasks and work directions, current deadlines, statuses and priorities, monthly financial reporting.
- Managing a dedicated team of up to 15 people (support specialists, analysts, developers, testers): working according to Scrum methodology, conducting regular meetings (daily, planning, etc.), communication with other departments, monitoring team efficiency and development.
- Active use of tools: Jira, Confluence, GitLab, PlanITpoker, Google Docs, Yandex Telemost.
- Improvement of organizational processes in the company: presales, employee performance evaluation. Configured dashboards in Jira and automatic data retrieval from Jira to Google Sheets via AppScript for data accumulation and processing.

During this period, I significantly improved the level of client relationships and the revenue received by the company from the project, raised team morale and improved internal communications.

Project Manager Alma, Cyprus, alma-app.com *April 2024 – January 2025 (10 months)*

Information Technology, System Integration, Internet

- Leading an IT team (10+ people) from receiving tasks from the CEO to their full implementation.
- Management of inhouse and outstuff personnel.
- Organization and facilitation of Scrum events.
- Data collection for reporting purposes, financial reporting for outstuff employees.
- Maintaining the team board, tasks and sprints in Jira.
- Participation in hiring new employees and conducting interviews.

During my work, I organized Scrum processes in the team from scratch. In an extremely short time, within the international proptech project Alma, we released an MVP (web + mobile) with major and important business features (integrations with external resources, connection of a new payment system, etc.).

Project Manager Alfa-Bank (Russia), Moscow, www.alfabank.ru *December 2023 – March 2024 (4 months)*

Financial Sector, Banking

- Leading IT teams from receiving tasks from the Product Owner to their full implementation.
- Organization and facilitation of Scrum events (daily, grooming, planning, retro, demo).
- Data collection for reporting.
- Support of the release process.
- Maintaining team pages in Confluence and team boards in Jira.
- Participation in hiring new employees and conducting interviews.

During my work, I led two web development teams (10+ people in each team). Quarterly goals were successfully achieved, and the team composition was expanded.

Project Manager Remont Industries (Butler), Moscow, butler.social *May 2022 – December 2023 (1 year 8 months)*

Information Technology, System Integration, Internet

- Implemented a task control system and sprints, transitioned the team to agile management.
- Led a distributed technical development team for the Butler project (10+ people).
- General analysis of internal business customer requirements for the implementation and enhancement of the IT system.
- Definition of priorities, assessment, creation and distribution of tasks.
- Monitoring of project status and progress.
- Support of daily work and problem resolution.
- Preparation of weekly project status reports.

During my work, partner programs with Ingosstrakh and Gorserv were launched for the Butler project, the Tinkoff ID identification system was connected, and a web service for managing general meetings of apartment building owners was developed. The project “Digital Management Company” was fully implemented. Work began on a hotel business project (terms of reference, integrations with the Opera hotel management system, mobile development).

Project Manager / Analyst Rubetek, Moscow, rubetek.com *June 2021 – May 2022 (1 year)*

Information Technology, System Integration, Internet

- Launch of the “Smart Barrier” project: planning, writing technical specifications, decomposition, task prioritization, competitor analysis, coordination of AI, back-end and front-end development departments, control in MS Project, organization of system testing at sites.

- Management of current AI department projects — FaceID and Parking: RnD-management, documentation preparation, task prioritization and development, coordination of various departments.
- Assistance in the “Smart Home” project and b2b IoT solutions: task development and assignment to programmers, writing and approval of API, task execution control, updating the knowledge base, interaction with testing and mobile development departments, writing press releases.

Editor Avaho.ru, Moscow *February 2017 – November 2019 (2 years 10 months)*

- Short-term and long-term planning, risk assessment, determination of work scope for programmers and content managers, approval of deadlines.
- Setting tasks in YouTrack, monitoring execution, acceptance of results.
- Analysis of user behavior (Yandex.Metrica, Google Analytics), making proposals for portal development.
- Detection of software, logical, and grammatical errors on the site.
- Connection and control of the relevance of xml-uploads of advertisements, interaction with suppliers to correct errors and improve data quality.
- Search for new buildings missing from the site, establishing contacts with developers for further cooperation.

Content Manager “Pervaya Evropeyskaya Gimnaziya Petra Velikogo”, Moscow *November 2015 – April 2016 (6 months)*

- Implementation of the full cycle of interaction with external organizations and contractors: copywriters, content managers, printing companies, etc.
- Maintaining up-to-date information on the site.
- Planning new site functionality and analyzing the effectiveness of its implementation.

Copywriter “TBS Set” LLC (Marketing Department of RUSPO travel search system), Moscow *February 2015 – October 2015 (9 months)*

- Manual testing of the RUSPO system, setting tasks for programmers based on found errors and monitoring their implementation.
- Layout and content filling of the company website.
- Interaction with company partners — tour operators and travel agents: technical support, analysis of feedback.
- Active participation in company rebranding: making proposals, monitoring changes in user activity.

Senior Economist / Co-owner “Orlovskie Loterei” JSC, Oryol *April 2010 – February 2015 (4 years 11 months)*

- Creation of a positive company image in the region, promotion of activities and lottery operator campaigns.
- Conducting motivational programs for lottery distributors.

- Management of instant and draw lotteries: ticket accounting, staff training and motivation, weekly and monthly reporting.
- Creation and maintenance of a local network in the organization's office.

Head of Marketing Department “NTC “Ortkom” LLC, Oryol February 2011 – May 2013 (2 years 4 months)

- Setting tasks according to the approved marketing strategy for department employees, monitoring their implementation.
- Support of company websites (content filling, working with CMS).
- Control of press releases and presentations (layout, grammar, graphic content).
- (Additional load) Testing of software products on various operating systems.

System Administrator “Oryol Children’s Library named after M.M. Prishvin”, Oryol July 2006 – November 2009 (3 years 5 months)

- Local network maintenance.
- Technical maintenance of the library’s computer equipment.
- Creation of multimedia projects and electronic publications.

Education

Professional Retraining — Project Manager OChU “Specialist.ru”, 2020

Higher Education — Library and Information Activities, Librarian-Bibliographer, Lecturer Oryol State Institute of Culture, 2014

Advanced Training and Certificates (2020)

- Project Management based on ANSI PMI® PMBOK® Guide v.6 & Agile Practice Guide
- Calendar Planning and Project Control (based on PMBOK v.6 using MS Project)
- Program Management based on PMI® Standard for Program Management 2017 and GOST R 54871-2011
- Quality Management in Projects and Services
- Project Team Management. Role and Competencies of the Project Manager
- Head of Structural Unit
- Microsoft Project Professional 2019/2016
- Microsoft Excel 2019. Level 2. Advanced Features