

Svitlana Elkinson

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Profile

Dynamic and hands-on Project Manager with a proven track record of leading complex projects to successful completion. My experience spans across various sectors, where I've excelled in blending project management expertise with strong business analysis skills. Known for my ability to lead cross-functional teams, I'm passionate about driving efficiency, fostering collaboration, and ensuring project success.

My career is marked by an enthusiasm for tackling challenges and a commitment to excellence. I thrive in environments that require strategic planning, risk management, and hands-on execution. As a dedicated team player, I focus on building and motivating cohesive teams, aligning individual strengths to achieve collective goals.

Seeking: New opportunities to bring my project management skills and team-centric approach to an organization that values innovation and collaborative success.

Skills

- Advanced project management proficiency, with a strong grasp of methodologies like **Agile, Scrum, Waterfall and Kanban**.
- Expert in **stakeholder management**, adept at fostering strong client relationships and aligning project objectives with business goals.
- Skilled in strategic planning, risk assessment, and resource management, ensuring project deliverables are met on time and within budget.
- Proficient in **team leadership**, experienced in guiding cross-functional teams, nurturing a collaborative work environment and building efficient **OKRs**.
- Competent in project **timeline** development and **budgeting** strategies.
- High-level delegation skills ensuring quality of the results.
- Excellent **reporting skills** to management up to C-level;
- Effective communicator, able to articulate project goals, updates, and outcomes to diverse stakeholders.
- Proficiency in **business requirement analysis** and stakeholder requirement elicitation.
- Technical **toolset** includes Jira, Confluence, MS Office Suite (Word, Excel, Visio, PowerPoint), draw.io, Miro, XMind, Balsamiq.

Work Experience

Company: DPD

07.2023 – now

Baltic Project manager and IT Business Analyst

Estonia, Tallinn (relocation within the same company)

02.2023 – 07.2023

Baltic IT Business Analyst

Latvia, Riga

Company focus: Logistics, parcel delivery

Responsibilities:

- Lead the long-term program for legacy system decommissioning, ensuring a smooth transition and minimal disruptions;
- Collaborate closely with cross-functional teams and DPD group to oversee the entire decommissioning process, from planning to execution, collaborate and manage 3rd party development;
- Project management skills, including planning, task management, communication, resource management, budgeting, and risk management;
- Business analyst skills including processes modeling, business requirements engineering, aligning business needs with developments, defining features by MVP or “nice to have”.

Achievements: Successfully combined both roles of Business analyst and Project manager on the project to meet created timeline and budget, expanded project team with required roles and onboard specialists, motivated over 50 stakeholders and subject matter experts in 3 Baltic business units to participate in project activities and significantly increased collaboration between them, unified business processes which previously were different in business units to decrease expenses and simplify maintenance of the system.

Company: Ibanpay

02.2022- 01.2023

Business Analyst

Latvia, Riga

Company focus: Fintech, development and maintenance of e-wallet (similar to Revolut e.g.)

Responsibilities: Business analysis, elicitation of requirements and preparing Business Requirements Documents, stakeholders management to align business and IT objectives, supporting technical teams on all stages of development, mockups creation, user acceptance testing, change request processing.

Achievements: Participation in complex projects in fintech industry including aspects of user experience, risk management, transactions management and integrations of different kinds.

Company: E-game Start Up

2016-2021

Head of the company

Ukraine, remote

Company focus: Providing services in E-games to customers in Europe and the USA.

Responsibilities: Organize full business processes lifecycle, define strategy of business development, collaborate with new and existing business partners to extend number of sales, manage international teams (3 teams of 4-5 employees and one team with 25 employees), organize decent working conditions and motivating environment, hire new employees, define risks and reduce their impact, manage company budget.

Achievements: Extension of market to multiple regions and countries with annual growth of customers on 15-30%, 95-97% annual quality of provided services, low turnover of employees, leadership in specific booming industry of E-games.

Education

2023 – Agile training

Scrum and Kanban techniques, Agile scaling, Agile contracts, Risk management, Product ownership, Scrum master techniques, Change management.

2022 – Project Management courses

Various project management methodologies, life cycle of a project, commencement of a project, project planning, project implementation, project conclusion.

2021 - Software Quality Assurance EPAM Courses (theoretical and practical)

Program: Intro to software testing; Software testing in SDLC: SCRUM; Test planning and classification; Requirements analysis; Test cases and test design; Defect reporting.

2017-2019 - Zaporizhzhya National Technical University

Master degree: Germanic languages and literatures (English)

2013-2017 - Zaporizhzhya National Technical University

Bachelor degree: Germanic languages and literatures (English)

Languages

English: proficient

Ukrainian: native

Russian: proficient

Estonian: basic