

ILONA SAVITSKA

PROJECT/PRODUCT MANAGER



PERSONAL PROFILE

I am a skilled multitasker with superior work ethic and good teamwork skills. I know a few languages in advanced level which helps me to build a good relations in multilingual and multinational team.

WORK EXPERIENCE

Project Manager Intern

Fund Cadmus | June-August 2022

- Clearly communicated problems and progress of the project to upper management of technology
- Used Excel and SQL to analyse and present the data to the team
- Communicated effectively with client to understand key requirements for the product and demonstrated them to the team in the form of presentation
- Checked in with and collaborated with cross functional teams
- Launched and planned meetings in Scrum
- Managed schedules, deadlines and needed resources for the project

Manager Intern

Polish Red Cross Organisation | June-August 2020

- Managed telephone interactions with clients and supported their needs
- Performed administrative tasks including reports gathering and data analysing
- Prepared presentations and reports for the upper manager

EDUCATIONAL HISTORY

University of Warsaw

MA Business Administration and management | 2023-2025

Maria Skłodowska-Curie University in Lublin

BA International relations and business | 2020-2023

- GPA-4.0 (Polish equivalent 4.88)
- The best student of faculty in 2023

The John Paul Catholic University in Lublin

BA English language and literature | 2020-2023

- GPA-4.0 (Polish equivalent 4.6)
- The best student of faculty in 2021

CONTACT

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Warsaw, Poland

LANGUAGES

- Polish-C2, native
- English-C1
- Russian-C1
- Ukrainian-C2
- German-B1

SKILLS SUMMARY

- Project, Product Management
- Proactive and multitasking
- Microsoft proficiency
- SQL
- Analytical and research skills
- Great communication and leadership skills
- Agile methodology

COURSES

- SQL course
- PMI PMBOK course
- Excel fundamentals course

AWARDS RECEIVED

- 2021-2023, 1st place in Dean's list of the best students
- 2021-2022, Minister of Education and science Award
- 2021-2023, Rectors scholarship for the best students
- 2016-2019, Minister of education and science award