



Mariia Makhno

Experienced in collaborating with IT teams to improve websites, digital products, and business processes using modern technologies and AI tools.



(872) 366-4986



maria.makhno009@gmail.com

TECHNICAL SKILLS

- Website Testing & Quality Assurance
- WordPress
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Canva
- ChatGPT
- Gemini
- AI Content Creation
- Digital Collaboration Tools
- Strong Computer Skills
- Basic Understanding of Web Technologies
- Quick to Learn New Software and Technologies

TECHNICAL SKILLS

- Strong organizational skills
- Excellent communication skills
- Problem-solving mindset
- Detail-oriented
- Fast learner
- Team player
- Self-motivated
- Adaptable to new technologies
- Reliable and responsible

PROFESSIONAL EXPERIENCE

5 Years

- Coordinated educational projects from planning through successful completion.
- Managed and supervised a team of over 50 employees, ensuring efficient communication and smooth daily operations.
- Led the successful creation and launch of 15 language courses.
- Worked closely with IT specialists throughout project development.
- Regularly tested websites and mobile applications, identified technical and usability issues, and provided detailed feedback to improve functionality, user experience, and design.
- Monitored project progress, organized workflows, assigned tasks, and ensured deadlines were met.
- Coordinated communication between different departments and helped solve project challenges efficiently.

Social Media Content Manager: Part-Time | 2 Years

- Managed the Instagram account of a Polish content creator.
- Created, edited, and published social media content, including videos and posts.
- Used AI tools such as ChatGPT and Gemini to generate content ideas, captions, and creative materials.
- Maintained consistent posting schedules and audience engagement.

Ukrainian - Native

Polish - Fluent

Russian - Fluent

English - Conversational

LANGUAGES: