



ARTEM SERGEEV

PROJECT MANAGER

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Baku, Fizuli st.

fluffypaws.space

EDUCATION

2015 - 2020
BAUMAN MOSCOW STATE
TECHNICAL UNIVERSITY

- System analytics

HARD SKILLS

- Sales
- Budgeting
- Contracting
- HTML/CSS/JS/PHP
- Network Provisioning
- Server Maintenance
- Hardware Monitoring
- Equipment Procurement
- VMWare
- Active Directory
- VPN, MikroTik
- Staff Tracking tools
- Kanban, Jira, Roadmapping
- UML, IDEF0 (Visio)
- Agile, Scrum, Waterfall

SOFT SKILLS

- Flexible and versatile
- Project Management
- Effective Communication
- Remote Team Coordination

LANGUAGES

- English (B2)
- Russian (Native)
- Azerbaijani (Basics)

WORK EXPERIENCE

VKS (Top Outstaffing Company) September 2020 - April 2023
IT Lead, Moscow

- Spearheaded IT infrastructure setup for Moscow and fully remotely established Krasnoyarsk office. Reduced at least 20% of IT costs.
- Maintained stability of servers and network performance, managed hardware and software setup.
- Created documentation and clarified technical aspects for effective communication with colleagues and management.
- Set up equipment and mentorship of new employees.
- Developed compelling commercial offers for key partners such as VkusVill, Ozon, Yandex.Market, and others.

NDA Project for X5 Retail Group December 2019 - May 2020
IT Project Manager, Moscow

- Led project deadlines and coordinated team efforts for streamlined workflow.
- Efficiently planned and allocated resources within project budgets for software and services.
- Monitored project performance, identifying areas for improvement and implementing adjustments.
- Provided detailed updates on project status to stakeholders and management.

EXTRA

Eathanos (Startup) January 2023 - Currently
Project Manager, Baku

Freelance October 2015 - Currently
Sites, Texts, SEO/SMM

- Created websites: [EG](#), [Koopwork](#), [RR](#) and other...
- Skilled in delegation with a team handling graphics, backend, sales, etc.
- Administered VK, FB, Inst communities, experienced in transferring groups and managing traffic.
- Proficient in SEO/SMM across all roles.

Techpark Mail.ru courses

Mobile apps testing

Experienced in relocation

Adaptable and efficient in any work places