



Anna Kopachova

Female, 26 years, born on 17 April 1995

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Junior Manual QA

Work experience — 3 years 5 months

August 2020 — till
now
1 year

Solvd inc.

Minsk, www.solvd.com

Junior QA Engineer

- Web testing
- Functional black box testing
- Adhoc testing
- Test documentation (test cases, checklists)
- Composition of SRS
- Working process according to Scrum
- Knowledge of software development life cycle
- Knowledge of Jira, Trello, Github
- Basic knowledge of SQL requests, Postman

March 2019 —
August 2020
1 year 6 months

Altabel

Minsk, www.altabel.com

Business Development Manager

- Business development and business negotiations;
- Conducting end-to-end customer management;
- Project management and coordination;
- Marketing, company promotion;
- Cultivating positive interactions and relationships with current and potential customers;
- IT markets research and articles writing;
- Training of new assistants;
- Attending Tech conferences.

March 2018 —
March 2019
1 year 1 month

Altabel

Minsk, www.altabel.com

Assistant to Business Development Manager

- Assistance in project management and coordination;
- Project document management;
- IT markets research and business correspondence via LinkedIn, email;
- Working with internal databases and analysis of potential clients;

- Head hunting and interviewing;
- Assistance in business trips preparations;
- Translation of documentation (English, French).

Education

Higher

2018

Minsk State Linguistic University (MSLU)
Translation and interpretation department

Professional development, courses

2015

Certificat de suivi de stage de formation de langue et civilisation Françaises

Lycée Agricole Privé

2013

Certificate of completion of the practically speaking conversational English course

PSE, Texas

2012

Certificate for completion of conversational English as a foreign language

ESL, Colorado

Key skills

Languages

Russian — Native

English — Advanced

Belarusian — Intermediate

French — Pre-Intermediate
