

Vitalii Fokin

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IT Project Manager, Scrum Master and Jira Administrator with 5+ years of experience, including certification PSM I

Main information

Proven track record in web and mobile product delivery within high-load environments, primarily in fintech and digital payments. Focused on delivering product value, optimizing team performance, and maintaining effective communication with stakeholders. Managed cross-functional teams of up to 17 FTEs. English level: B2. Scrum, Kanban, Waterfall.

Comfortable working in data-driven cultures, driving continuous improvement through metrics and team coaching. Passionate about fostering a collaborative environment, mentoring junior PMs. Technical background.

As an administrator of Jira, Confluence and Jira Service Management, I set up a project from scratch and managed the company's Atlassian products.

I have been mentoring in IT Project Management courses at the tech school IAMPM for almost five years, supporting courses such as "AI Manager", "DAO PM", "Tech Mind", and "PM Hard Skills".

Work Experience

IT Senior Project Manager, Scrum Master and Jira Administrator at SettlePay/ 4bill
(FinTech, Mobile App, Web Development). From June 2022

Orchestrated end-to-end project lifecycles (initiation to post-release). Led delivery improvements across the organization by simultaneously managing three projects and coordinating cross-functional teams of 3–17 members (Dev, QA, DEvOps, Des) across multiple time zones, ensuring deep product alignment and expertise.

- More about projects: integration with international payment systems: Crypto, Open Banking, PIX, Open Finance, Bank Transfer, Blik, Khipu, UPI, Binance Pay etc. Delivered successful integration of digital wallets (Apple Pay, Google Pay) in regulated industries. Products: integrations, mobile app
- Supported integrations and reporting processes aligned with requirements of national and international financial regulators.
- Actively participated in upgrading internal systems and infrastructure to ensure successful PCI DSS certification and ongoing compliance with international data security standards. Collaborated with banks and financial institutions operating under regulatory supervision (including local compliance standards)

- Project documentation creating: project chapter, risk plan, budget, schedule, quality plan and other groups and knowledge areas in PMBOK.
- Led mobile and web development teams through the full SDLC lifecycle in a high-load payment environment. Applied Scrum and Kanban frameworks depending on team structure and delivery needs; used Waterfall for regulatory and fixed-scope projects.
- Owned business requirements documentation, finalized APIs, data schemas,, and BPMN workflows ensuring 100% clarity in specifications and seamless integration. Experienced in database analysis.
- Dev Team management: 1-to-1. Facilitated team skill assessments and individual growth plans. Led 1-on-1 sessions and performance evaluations with team members
- Mentoring other PM's: hiring, interview, motivation plan for 3 colleagues.
- Built transparent communication flow between tech teams and international partners. Reported project progress and milestones to executive leadership on a regular basis.
- Identified and mitigated project risks, adapted roadmaps to rapidly changing business needs.
- As a Jira Administrator, I set up a project from scratch, including Boards, a Permission scheme, Issue security, Automation, Dashboards, Integrations with other tools etc.
- As a Scrum Master I implemented Scrum, by facilitating events and teams, ensured backlog prioritization with Product Owner. Led product demos, sprint reviews, and roadmap updates for internal stakeholders and external partners. Maintained and prioritized product backlog in close collaboration with stakeholders and developers.

IT Project Manager at Litslink
(Mobile, Web Development, Outsource). July 2021 – June 2022
Responsibility:

- Communication with foreign clients (USA, Europe): negotiations, sales, project demonstration. For example, I grew 2 projects on 30%;
- Experience in working in a distributed team, including 1-to-1 and facilitation;
- Projects leading from initiation stage to closing. Project planning, including risk planning, budgets, task creation*;*
- Project requirements: an interview with clients, outline, and wireframes creation.
- Led mobile and web development teams through the full SDLC lifecycle in a high-load payment environment. Applied Scrum and Kanban frameworks depending on team structure and delivery needs; used Waterfall for regulatory and fixed-scope projects.
- Participated in PI Planning sessions and quarterly roadmap reviews with stakeholders
- Owned business requirements documentation, finalized APIs, data schemas, and BPMN workflows ensuring 100% clarity in specifications and seamless integration.
- Tech documentation creation, including project and tech specifications: use cases, user stories, prototyping, test cases, test reports, project requirements, technical specification: Cases;
- Web application manual and API testing.
- Led 1-on-1 sessions and performance evaluations with team members

IT Project Manager at Yanpix
(Mobile, Web Development, Outsource) December 2020 – May 2021

- Agile Project Management & Team Collaboration.Managed full project lifecycle from initiation to closure, focusing on value delivery and continuous improvement. Facilitated planning, risk management, and backlog creation in cross-functional teams. Collaborated with international clients (USA, Europe, Australia), conducted discovery sessions, and led product demos.
- Agile Frameworks & Service Delivery. Applied Scrum, Kanban, and Waterfall based on team and product context. Supported teams in self-organization and Agile rituals. Created clear requirements, wireframes, and technical documentation to streamline delivery. Used Jira and Redmine to enable transparent processes, automation, and metrics tracking.

Project Manager at Scalea Tech

(Telecom, Web Development) November 2019 – December 2020
Responsibility:

- As a Jira Administrator, I set up a project from scratch, including Boards, a Permission scheme, Issue security, Automation, Integrations with other tools etc
- Projects teams managing (remote, inhouse);

Project Manager, Account Manager at Inomics Media
(Media advisory company, England) March – November 2019
Responsibility:

- Web-development projects from initiation (project requirements) to closing. Essential result. Work experience with international clients and teams. Analyze client's business requirements
- Digital products launching.

Technical Skills

- Database Management: SQL
- Version Control & APIs: Git, RESTful, Postman
- Miro, Lucidchart / Draw.io

Courses, Certificates

- **PSM I** (Professional Scrum Master) from **Scrum.org. March 2024.** Show credential
- **The Scaled Professional Scrum (SPS).** Expected Exam Date: 05.2025
- **Project Management Professional (PMP).** In progress. Exam planned: July 2025.
- **PMP Preparation Course**, at "InStar project Management". 2025.
- **Senior Project Management Course** ("Supreme PM"), **"Delivery Management Cource", "TechMind"** (Software Development basics), **"Project Management Hard Skills** at the training center «IAMPM».
- **"Project Management Hard Skills"** at «IAMPM». July 2020. Diploma
- **"Agile-methodology in Project management"** at "City Business School". May 2020. Diploma
- **"ANSI PMI PMBOK Project Management"** at "City Business School". May 2020. Diploma
- **Certification Program "Project Management"** at the International Business Management Institute. February 2020, Berlin

Languages

- **English** – Upper-Intermediate
- **Ukrainian** - Native

Social activity

- **Mentor at IT Project Management courses ("PM Hard skills", «TechMind», DAO PM, AI Manager).** Training center «IAMPM». From August 2020.

Education

- **Borys Grinchenko Kyiv University**
  Master's degree: Project management (GPA-94). 2017 - 2018

- **Borys Grinchenko Kyiv University**
  Bachelor's degree: History and Law. 2013 - 2017