

OLA KAMECKA

MASTER ENGINEER CURRENTLY
WORKING AS PROJECT ASSISTANT

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Lippstadt, Bad Waldliesborn



I am seeking a position that will allow me to grow and develop my skills further. I am eager and quick to learn new things, with experience in system administration and creating new solutions. I believe that 90% of work can be learned. That's why I'm also trying new things and I'm open to learn them. Currently, I am engaged in project management, where I apply my knowledge and skills to lead successful projects.

EDUCATION

- Warsaw military university of technology

09.2020 – 06.2022 2y

Field: Management

Specialization: Intellectual Capital management

- Gdansk university of technology

10.2015–02.2019 3y 6m

Field: Engineering management

Specialization: Technologies IT in management

COURSES

- Understanding the World Through Data course of study offered by MITx, an online learning initiative of the Massachusetts Institute of Technology

- EITCA Academy

EITCA Artificial Intelligence Programme

Nov 2023 – Mar 2024

- Microsoft Project 2013 & MS Project Server 2013

Microsoft IT Academy

Issued Sep 2017

SKILLS

- Knowledge of MS Office and MS Project
- Basic knowledge of the issues IT
- Technical skills and an orientation towards Troubleshooting, Problem solving
- Independence and the ability to learn quickly
- Interpersonal and communication skills
- Creativity and logical thinking
- Reading and writing skills of technical documentation and drawings
- Knowledge of PL / SQL
- Ability to data analysis
- Multilingual Proficiency
- Project Planning, Project Management, Scheduling

LANGUAGES

- Polish – Native
- English – B2/C1
- German – B1

EXPERIENCE

CONEC Elektronsche Bauelemente GmbH

Project Assistant 04.10.2023 – now

Responsibilities:

- Supporting Project Managers in project management tasks, coordination and schedule
- Realising internal and external communication in area of projects
- Preparing and data analysis
- Supervising project teams and keeping track of schedule
- Reporting on the team's working time and key processes
- KPI reporting
- I conducted a series of trainings for employees on the project process

Laddach GmbH für Schieffer GmbH & Co. Kg

Production worker 01.07.2023 – 31.08.2023 2m

Polsat Media sp. Z o.o. sp.k.

Systems development specialist 16.03.2020 – 31.07.2022 2y 4m

Responsibilities:

- Administration of the sales system
- Troubleshoot and crash systems, the second line of support
- Managing user reports
- Reporting errors to system developer and patch testing (DevOps)
- Implementing own functionalities system, expand company software
- Maintenance and development of databases and tools
- Development and maintenance of communication tools cross-system, problem-solving
- Ensuring the longest possible time availability of maintained systems and tools managing automatic jobs
- Writing pl/sql queries

Pricewaterhousecoopers Poland sp. Z o.o. audit scope

Internship in the audit department 16.10.2019 – 15.03.2020 5m

Responsibilities:

- Participation in the audit of financial statements in accordance with Polish and international accounting standards
- Testing and data analysis accountants
- Analysis of processes taking place in the organization and the efficiency of internal control

50 style marketing investment group s.a.

Customer advisor 10.04.2019 – 30.09.2019 5m

Responsibilities:

- Customer service in accordance with the principles adopted in the company

Jabil circuit poland sp. Z o.o.

Internship in the purchasing department 02.07.2018 – 31.08.2018 2m

Responsibilities:

- Placing orders with suppliers
- Customs clearance of deliveries; coordination receipts with a warehouse
- Making confirmations in the system
- Settling non-conformities pricing
- Contacting suppliers

Addeco poland sp. Z.o.o. Jabil circuit poland sp. Z o.o.

- Production worker 13.07.2017 – 26.08.2017 1,5m and 14.07.2016–20.08.2016 1m