Dominik Witek

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Profile

Configuration manager, working with cross-functional teams to improve projects compliance with standardized process. Responsible for designing automated templates/reports that facilitate tasks for all parties involved. Established and enforced configuration management process overseeing version control across many tools, to support the successful delivery of projects and maintaining product quality.

Experience

CONFIGURATION MANAGER | APTIV | JANUARY 2023 - NOW
· Automated strategy documents that are used company-wide using VBA.
· Created report of key documents used across all projects with Python
· Designed script, that sends out reminders to each assignee, that Jira tickets are past due
· Conducted baseline audits to improve alignment with process, resulting in Jira tickets
· Took responsibility of entire competency in a project, that is then audited
· Tracked all work products in the project in various tools (i.e. Polarion)
· Worked on process of the way work is done within company

PURCHASING DEPARTMENT ASSISTANT| APTIV | JULY 2021 – DECEMBER 2022
· Registering negotiations in system
· Updating contracts and contacting with supplier
· Working with multiple departments – purchasing, logistics, finances ect.

Education

BACHELOR'S DEGREE IN ENGINEERING OF COUNSTRUCTION MACHINES AND MEANS OF INDUSTRIAL TRANSPORT | FEBRUARY 2021 | UNIVERISTY OF TECHNOLOGY, CRACOW

MASTERS'S DEGREE IN LOGISTICS AND FORWARDING | SEPTEMBER 2022 | UNIVERISTY OF TECHNOLOGY, CRACOW

Skills & Abilities

· **Programming**: Python (1+ year experience, Data Science Libraries), Visual Studio Code
· **VBA**: Skilled in automating Excel
· **SQL**: Basic knowledge (Courses + StrataScratch)
· **MS Office:** Proficient
· **Project Management:** Jira, Familiar with Polarion
· **Communication:** Strong (cross-functional collaboration