



MATEUSZ JANOSIK

I am a License Management Specialist with nearly two years of expertise in proficiently managing software and licensing agreements. Additionally, I have demonstrated my skills as an IT Support Specialist, contributing to the success of global IT initiatives and providing support to personnel across international banking environments. Furthermore, I have been actively engaged in learning and enhancing my skills in cloud architecture and administration.

CONTACT

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EDUCATION

- **Wrocław University of Science and Technology**
 - Automatics and Robotics - Completed in 2019
 - Degree: Engineer
- **Wrocław University of Economics**
 - Management and Production Engineering - Completed in 2021
 - Degree: Master
- **WSB Merito University**
 - Cloud Solution Architect - Completed in 2023
 - Degree: Postgraduate

CERTIFICATES

- AZ-900: Microsoft Azure Fundamentals
- AZ-104: Microsoft Azure Administrator

SKILLS

- Analytical thinking
- Communication
- Time management
- Problem-solving
- Fast learner

TOOLS & APPLICATIONS

- MS Office
- PowerAutomate
- PowerBI
- ServiceNow
- Microsoft Azure
- SCCM (Basics)
- SAP (Basics)

ADDITIONAL

- English - C1

HOBBY

- Mountains
- Motorcycles
- Finances
- Sports

EXPERIENCE

License Office Specialist

Ework Group - Consultant at Volvo | 12.2021 - until now

- Management of multi-million software licenses and services purchases,
- Management of the invoices and cost distribution,
- Establishment of relationships with crucial suppliers (e.g. SoftwareONE, Microsoft, PTC),
- Initiation and conducting software licenses renewals process,
- Training and onboarding of new employees,
- Creation of new processes and documentation,

IT Support Analyst

UBS Business Solutions | 12.2020-11.2021

- Troubleshooting user technical problems in real time - On-Call,
- Providing remote technical support to English speaking users; users from whole spectrum of business positions,
- Working with Service Now handling the tickets under the chosen SLA,
- Work with wide spectrum of Active Directory tools,
- Creating internal Knowledgebase,
- Work with technical documentation,
- Preparing a new joiners to work inside the company - Shadow Remote Sessions.

IT Support Specialist - Global Projects

RiteNRG - Consultant at Dolby | 06.2019 - 11.2020

- Coordination and Support of global IT projects,
- Administrating of IT Services:Okta, Smartsheet, SNOW, NetIQ (Activedirectory), Jamf (devicesadministration), etc.,
- Coordinating of global onboarding and offboarding of employees,
- Management of Software and Hardware.

Technical and Sales Office Assistant

AS Technika Sp. z o. o. | 05.2018 - 03.2019

- Assisting in valuation of industrial automation products,
- Installation of control cabinets and contact with clients.