

# CURRICULUM VITAE

## ■ Personal data

**Name and surname:** Karol Garlacz  
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## ■ Personal statement

Highly motivated to further develop and improve qualifications. Able to work effectively under pressure of time and according to standards with no harm to creativity. Design office coordinator with 3+ years of experience in telecommunications, especially in the section of fiber optics.

## ■ Education

**10/2010 – 02/2014** University of Technology, Cracow (faculty: Technical Physics-  
graduated engineer)  
**09/2006 – 06/2009** 13th Profiled Secondary School at Communication School Complex,  
Cracow

## ■ Work experience

**06/2019 – currently** **Project Manager**  
ELECTRONIC CONTROL SYSTEMS S.A., Cracow

- Tracking project's progres
- Project status direct reporting (executed job volume) to both client and ECS
- Creating and maintaining long-term business relationships with region's directors
- Preparation of tasks development's schedule and control over its completion on time
- Leading the team: supervising of the project and employees responsible for its completion, motivating team members, assigning tasks and duties, determining and taking corrective actions
- Support for regional manager
- Active participation in all meetings with clients, building a positive image of the company in the region

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**07/2017 – 06/2019**

**Design office coordinator**

ELECTRONIC CONTROL SYSTEMS S.A., Cracow

- Design, planning, calculation, budgeting and project management of fiber optics network projects
- Internal team and subcontractors management, segregation of duties of the team
- Daily project management
- Support of project manager in reports generation
- Responsibility of process improvements area

**11/2016 – 06/2017**

**Fiber optic designer's assistant**

ELECTRONIC CONTROL SYSTEMS S.A., Cracow

- Organization and participation in local visions in facilities
- Technical projects of FTTH network – fiber optic to facilities
- Supervision of the implementation of projects during construction and installation stage
- Preparation of as-built documentation

**10/2015 - 10/2016**

**Junior specialist - fiber optic designer**

TP TELTECH, Cracow

- Preparation of detailed initial and as-built designs of fiber optic network
- Participation in local visions in facilities
- Preparation of lists of material and cost estimate

**01/2015 - 06/2015**

**Quality control engineer**

EC-Engineering Sp. z o.o., Cracow

- Quality control and verification (both formal and substantive) of 2D documentation and 3D models

## ■ Skills and competentions

- English language (B2 level)
- Knowledge of Microsoft Office package: Microsoft Word, Excel, Access
- Knowledge of HTML5, CSS3, RWD
- Knowledge of JavaScript(ES6), React
- Familiarity of Node.js, MongoDB, GIT
- Knowledge of AutoCad 2D,3D, Catia, QGIS, SAP
- Ability to work under pressure of time
- Strong logical and technical thinking
- Soft skills and capacity of managing a team
- Client-oriented attitude

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## ■ Others

- Full B driving license
- MS Excel Intermediate certificate

## ■ Hobbies

- Team sports: volleyball, football
- Programming

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