



Urszula Handzlik

Project Coordinator

Contact Details

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☎ 515 052 579

📍 Kraków

🌐 www.linkedin.com/in/urszula-handzlik

Skills

Organizational skills

MySQL

Creativity

Logical thinking

Quick learner

Python

Power-BI

Tech-savvy

Timeliness

Responsibility

Scrum

MS Project

Microsoft Office

MATLAB

Languages

Polish

English

German

Italian

Summary

I am a detail-oriented civil engineer with expertise in project management, structural analysis, and construction planning. Skilled in AutoCAD, MS Project, and Power BI to optimize efficiency and ensure compliance. Adept at problem-solving, site planning, and data-driven decision-making. Passionate about leveraging technology for sustainable and innovative solutions.

Work experience

Colliers

Kraków
07.2022 – now

Project Coordinator

- Coordinating the work of project teams
- Tracking project budgets and managing scope changes
- Overseeing and validating ongoing tasks and deliverables
- Supervision, verification and coordination of the works carried out
- Monitoring invoicing, contract adherence, and payment processes
- Organizing and maintaining project documentation
- Defining project requirements based on customer input
- Participation in contract negotiations

Twój developer

Jaworzno
07.2020 – 08.2021

Project Manager Assistant

- Early planning and implementation of several investments
- Leadership and management of collaborative teams
- Coordination of project workflows
- Performance tracking
- Oversight of project deliverables

Education

AGH University of Science and Technology

Kraków
10.2018 – 10.2023

Master's degree and Bachelor of engineering

Faculty: Civil Engineering and Resource Management
Major: Civil engineering
Specialization: Engineering and Management of Construction Projects

5th High School

Bielsko-Biała
09.2015 – 04.2018

Profile: Mathematical, Physics and IT

Hobbies

- Psychology
- Hiking
- Asian cuisine
- Fantasy books
- Board games
- Powerlifting
- Languages

Certificates

Training Empire

- Certificate of completion of MS Excel, MS Word and MS PowerPoint training - advanced level

AGH University of Science and Technology

- Team management
- Negotiations in the construction industry

Cambridge Assessment

- First Certificate in English