



Urszula Handzlik

Project Coordinator

Contact Details

✉ handzlikurszula@gmail.com

☎ 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

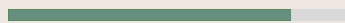
MATLAB

Languages

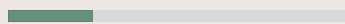
Polish



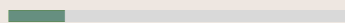
English



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

Freelancing

Kraków
04.2022 – now

Project Manager

- Managing small-scale game build with agile timelines
- Overseeing AI-driven visual book production
- Directing NDA localization algorithm development, eliminating agency fees
- Orchestrating cross-functional teams using lean methodologies
- Applying innovative problem-solving and stakeholder communication

Colliers

Kraków
07.2022 – now

Project Coordinator

- Coordinating project teams and task execution
- Tracking budgets and managing scope changes
- Overseeing deliverables and validating ongoing work
- Monitoring invoicing, contracts, and payments
- Defining project requirements based on customer input
- Supporting 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

Hobbies

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

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

Certificates

Training Empire <ul style="list-style-type: none">• Certificate of completion of MS Excel, MS Word and MS PowerPoint training - advanced level
AGH University of Science and Technology <ul style="list-style-type: none">• Team management• Negotiations in the construction industry
Cambridge Assessment <ul style="list-style-type: none">• First Certificate in English