



Urszula Handzlik

Project Coordinator

Contact Details

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📍 Kraków

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

🌐 <https://ulszka.com>

Skills

Organizational skills

MySQL

Creativity

Logical thinking

Quick learner

Python

Power-BI

Tech-savvy

Timeliness

Responsibility

Scrum

MS Project

Microsoft Office

Waterfall

Languages

Polish

English

German

Italian

Summary

I am a results-driven Project Manager with a track record of leading technical and cross-functional teams in fast-paced digital environments. Proficient in Agile and Waterfall methodologies, I manage complex projects with clarity, structure, and a strong focus on delivery. I leverage tools like Excel and Power BI for performance tracking, and support development teams with a working knowledge of modern technologies. With a background in engineering and a people-first leadership style, I help teams stay aligned, motivated, and successful.

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

References

Krystian Gołuch
CERN Software Engineer
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Education

AGH University of Science and Technology

Kraków
2021 – 2023

Kraków
2018 – 2021

Master's degree

- Project Management
- Managing projects and process optimization
 - Analysis using a variety of software
 - Solving complex tasks with a range of programs

Bachelor of engineering

- Civil Engineering
- Structural design
 - Construction site organisation
 - Work schedule

5th High School

Bielsko-Biała
2015 – 2018

Profile: Mathematical, Physics and IT

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