

Contact Details:

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CAREER PROFILE :

A highly motivated professional with 15 years of experience working in engineering environments (medical devices, IT & telecommunication, consumer electronics); overseeing local, UK wide and international projects, establishing high-performing teams, guiding workflow changes, and influencing data-driven decision-making.

A Leader with an engineering and management background, holding a Master's degree in Project Management, and a Master of Business Management for Engineers diploma.

A Member of Chartered Management Institute (CMI) and Project Management Institute (PMI) with a result-driven attitude and a wealth of transferable skills gained during leading international projects in a corporate environment.

Wojciech J. Koloska

Junior Project Manager

Core Competences:

Engineering
Management
Leadership
Adaptive Planning
Process improvement

Languages:

Polish - native
English -fluent
Business English – B1+

Education:

MBA for Engineers
Kozminski University

MSc Management and Quality - Project Management
WSB University

BSc Finance and Banking
Szczecin University

NVQ Level 3 + A-Levels
Vehicle Diagnostics

NVQ Level 2
Technical Services

NCFE Level 2
Lean Organizations
Management Techniques

CAREER CHRONOLOGY:

Process Support Technician

Assurant Inc

08/2019 – date

Close cooperation with the project management team and contractors in the planning of automation implementation:

- Performed business-case analysis for cell implementation to maximize throughput
- Preparing cells for automation, supervising triage projects and UAT, gathering results
- Overseeing implementation of robotic system and coordinating tasks with external contractors including UAT acceptance testing and problem resolution

Providing technical support to all projects including robotic process automation:

- Performing root cause analysis and working to reduce any defects
- Develop and provide support to the processes and improve existing processes
- Monitor all processes with the goal of resolving any issues as efficiently as possible, reducing downtime.
- Analyze all relevant data and use it to improve the processes of the work environment

Led company-wide efforts to identify areas for improvement:

- Performing time study activities and measuring internal processes As Is
- Creating a catalog of master processes and documenting each new process As Is to identify process improvement opportunities
- Assessing and measuring process performance to establish baselines

Working within the SUR department during the implementation of a new business model based on Apple Authorized Service Provider guidelines:

- Conducting technical interviews and assessments to hire exceptional people
- Training, mentoring and developing Service Team Members
- Troubleshooting and servicing Apple products

Interim Operations Manager

AC Engineering Services LTD

05/2017 – 07/2018

Overall responsibility for the Business Unit, supporting business growth and enhancing productivity and overall operational efficiency:

Licences and Certifications:

Lean 6 Sigma Yellow Belt

IBM SPSS Technology Junior Expert

System Administrator – Microsoft Computer Systems

98-349: MTA:
Windows Operating System

98-365: MTA:
Windows Server Administration

98-382: MTA: Introduction to Programming using JavaScript

Apple Service Certification:

MAC-19A: ACMT
Mac Service Certification

iOS-19A: ACiT
iOS Service Certification

Other Courses:

Becoming a Six Sigma Green Belt

Strategic Management

Leadership: Identity, Influence and Power

Balanced Scorecard and KPI
Strategic Workforce Planning

Talent Management

Warehouse Management in MS Dynamics AX

MVA – Introduction to Private, Hybrid and Public Cloud

Knowledge of:

Various ERP, CRM, BPA and RPA systems

Oracle Business Suite, SAP

Office 365 - Word, Outlook, Excel (Pivot tables and Power Query), MS Project, MS Visio, SharePoint, Teams

Trello

- Using a broad range of technical and soft skills to build productive relationships with our partners and resolve complex technical and business needs
- Managing repair, logistics, and engineering activity within the business
- Taking responsibility for the success of the technical projects - ensure plans adhere to resourcing, efficiency, and changing customer demands
- Managing a multinational team of strong technical people and leading them through complex technical projects driving engineering excellence
- Effective planning and resource utilization to ensure projects deliver high-value results
- Taking ownership of project issues, identifying areas of challenge, and making problem-solving recommendations to our partners

Logistics Supervisor – IT Supply Chain FLP Solutions LTD

08/2015 – 02/2016

Day-to-day supervising of the Inbound/Outbound Operations:

- Planning, organizing, supervising, and participating in daily operations and activities
- Managing purchase and sales orders using various ERP and CRM systems

Service Engineer

AC Engineering Services LTD

10/2014 – 04/2015

Troubleshoot malfunctions in Power and Telecom equipment, or systems using analytical skills and technical knowledge:

- Working closely with test engineers to solve issues and develop the highest quality
- Managing projects and new products development
- Seeking improvements and enhancements to existing processes
- Design and develop fixturing/tooling to drive process efficiencies

Weighbridge / Production Operative

HJ Lea Oakes

01/2013 – 04/2019

Business Development Partner

Orange Poland

04/2011 – 04/2013

Service Engineer – Biopsy Drivers

SONION Medical (MDC Biopsy)

03/2011 – 08/2011

Tester

Envirophone

06/2009 – 06/2010

Engineer Level 2 – LG Department Supervisor

Mobile Phone Repair Company

06/2006 – 09/2008

Precise Assembler - Final and Quality Control

SONION (SMT Department)

06/2000 – 10/2005

Professional Organizations:

Chartered Management Institute (CMI), Project Management Institute (PMI),

British Canoeing, Polish Red Cross