





MATEUSZ CHRZAN

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PROFILE

Head of the waste transport of a small size company department, company's IT system administrator, including administering of CCTV camera system and Data Protection Officer in addition of GDPR. I have a longtime experience in human resources management, MS Windows systems administration and network administration. For the past couple of years, I've been taking an active part in creating a profitable transport department. I've graduated with a degree in computer science from the University of Gdansk. Currently I'm developing in the field of DevOps/SysOps role, including creation of CI/CD pipelines to maintain automated way of developing software. I'm getting familiar with technologies i.e., Ansible, Docker, Kubernetes, or cloud computing Microsoft Azure. I'm actively involved in educating on that field by getting certificates, participating in bootcamps, and creating some private projects. Actually, I'm preparing to be Certified Kubernetes Administrator (CKA) by The Linux Foundation. I am looking for further development and challenges in the IT industry, as I believe I can be very useful with my experience and skills. In addition, apart from my passion for modern technologies, I am interested in the production of electronic music, strength sports and automotive electronics.



EDUCATION

Master's degree, computer science and econometrics | University of Gdańsk

OCTOBER 2019 - JULY 2021

Specialization: business informatics

Engineer, management and production engineering | Gdańsk Higher School

OCTOBER 2015 – FEBRUARY 2019

Specialization: environmental protection engineering

Engineer Diploma Award

Bachelor's degree, national security | Pomeranian University

OCTOBER 2014 – JUNE 2017

Specialization: crisis management

IT technician | Bytów Technical High School

SEPTEMBER 2010 – JUNE 2014

Specialization: computer network administration

Profession: IT technician

English Language Course in IT technician profession



EXPERIENCE

Head of the waste transport department / IT Administrator / Data Protection Officer

Zakład Zagospodarowania Odpadów Sierzno Sp. z o.o.

JUNE 2021 - NOW

Company's IT Administrator of computer network including management of Microsoft Windows family systems:

- a) Troubleshooting and resolving technical issues related to hardware, software, and network connectivity; ongoing advice on the implementation and purchase of computer solutions e.g., expanding rack server (CPU, RAM, power supply, fans); upgrading systems; managing of software licenses; creating internal documentation of IT solutions, onboarding/offboarding employees.
- b) Virtualization: Microsoft Hyper-V with instances of Windows 10 and Linux Ubuntu Server; Oracle VirtualBox for testing purposes.
- c) Maintenance of multiple systems: MS Windows - Server 2008, 2016; Windows XP, 7, 10, 11; mobile devices: Android, iOS; Linux based systems - Ubuntu Server 22.04 LTS; software systems: Sage Symfonia ERP (MS SQL), waste management EasyRipok (based on XAMPP), Roger Access Control (MS SQL Express), legacy software for waste management Profeko RipokService (MS SQL Express), maintenance of company's waste database (Baza Danych o Odpadach BDO).
- d) Administering of Active Directory Windows Server (on-premises): RDP, DNS, DHCP, creating and managing user accounts, groups, and domains, TCP/UDP, Firewall, IPv4, GPO, WSUS, Print Server, File Server (SMB), File sharing (SMB), NAT, IIS, RAID Controller SATA (0 and 1), Mobile accounts, connection VPN L2TP/IPSec, OpenVPN, Hyper-V, Windows Server Event logs, monitoring system performance and security, Veeam Backup and Replication and Agents, VSS Backup, QNAP NAS backing up systems.
- e) Maintaining of network system including planning and expanding company LAN network: TCP/IP protocol; TCP/UDP protocol; UTP cables; managed switches NETGEAR, TP-Link, PLANET; wireless access points Ubiquiti Networks; wireless connection WLAN; port forwarding, mirroring; managing user accounts and permissions.
- f) Consulting and implementation of new technologies: Access Control Roger NFC System (implementation of the system, network, and SQL configuration); Kingspan Connect NFC system for dispensing fuel; interactive fire alarm system Polon 4000; management of shortwave devices Hytera and repeater station in company (permission from Urząd Komunikacji Elektronicznej).
- g) Databases: configuration of Microsoft SQL Express Server 2016, 2019, 2022; MS SQL Server Management Studio; SQL Server Compact 4.0 with SQL Server Compact Toolbox.
- h) CCTV camera system: PoE switches, configuration of multiple Hikvision servers, multi-mode optical fiber, cooperation in creating VLANs on managed switches; over 120 IP 4K cameras.

Company's Data Protection Officer with supervisor role to provisos of GDPR:

- a) Gaining and updating knowledge in the field of personal data protection; ongoing monitoring of the register of processing activities, noting all changes in the current state; daily paying attention to the observance of personal data.
- b) Monitoring compliance with data protection laws and regulations.
- c) Advising on data protection impact assessments (DPIAs); advising the organization on how to carry out these assessments and ensuring that they are carried out correctly.
- d) Acting as the point of contact for data protection authorities and individuals; providing data protection training and awareness.
- e) Preparing and giving opinions on agreements on compliance with the principles of personal data protection.
- f) Keeping up to date with data protection laws and regulations; collaborating with other departments.
- g) Taking care of technical security data protection of personal data in IT field.
- h) Creating and maintaining personal data protection policy and IT systems management policy.

Management of waste transport department:

- a) Design, implementation, and overseeing of waste collection and transport operations; ensuring that waste transport is efficiently, safely and in compliance with relevant regulations.
- b) Managing waste transport fleet; ensuring that they are maintained properly and ensuring that they are operated safely.
- c) Ensuring that the waste transport operations comply with all relevant environmental regulations.
- d) Managing waste transport budgets, ensuring budget is spent efficiently and effectively, looking for cost savings, supervision over the financial result of the waste transport department.
- e) Supervising and training waste transport personnel, ensuring that they have the necessary skills, knowledge, and training to perform their roles effectively and safely.
- f) Monitoring and reporting on waste transport performance; preparing calculation of drivers' salary working time.
- g) Promotion and advertising of the company waste collection and transport services.
- h) Setting and negotiating prices of the company waste collection and transport services; preparing offers for multi-year tenders for waste collection and transport services.
- i) Developing and implementing waste reduction and recycling programs that minimize waste and promote sustainability.

Waste transport specialist / IT Administrator / Data Protection Officer

Zakład Zagospodarowania Odpadów Sierzno Sp. z o.o.

MARCH 2015 – JUNE 2021

Company IT Administrator of local area network including management of Microsoft Windows family systems (identical to the position described above)

Company's Data Protection Officer with supervisor role to provisos of GDPR (identical to the position described above)

Management of waste transport department (identical to the position described above)

Waste management specialist | Zakład Zagospodarowania Odpadów Sierzno Sp. z o. o.

DECEMBER 2014 - MARCH 2015

Tasks related to environmental protection activities in the waste industry.

Internship: IT technician | Zakład Zagospodarowania Odpadów Sierzno Sp. z o. o.

JULY 2014 – DECEMBER 2014

A project to create a subpage about environmental education in HTML+CSS technology.

Internship: IT technician | IT-College Putbus GmbH, Germany

NOVEMBER 2012

A project to create a local network based on an Ubuntu Linux server for a small business.

Computer service trainee | Jantar Sp. z o. o.

OCTOBER 2012

Trainee for the computer service department, including the assembly of personal computers and the installation/configuration Windows systems for the customers.



CERTIFICATES AND COURSES

Sages Sp. z o. o. (Kodołamacz.pl)

DevOps Academy - DevOps bootcamp in cooperation with Lufthansa Systems Poland

Gdańsk, Poland

OCTOBER 2022 – JANUARY 2023

Testing environment based on AWS cloud infrastructure, hands-on training (over 96 hours with exam) with Visual Studio Code and extensions.

Pre-requisites to attempting course: basic knowledge about Linux systems including configuring services systemd, DNS, NFS, SSH, NTP, MySQL, HTTP, LVM. Knowledge about managing users and groups, structure of catalogs and file system, terminal text editors: vim or nano, bash scripting.

1. Ansible Automation:

- Core components (Inventory, Modules, Plays, Playbooks, Tasks, Control Node, Managed hosts).
- Scripts to install Ansible and configuring default host inventory, remote machines.
- Basic playbooks operations on files (command, lineinfile, copy etc.).
- Exercises with playbooks e.g., checking states of daemons, services, config files.
- Ansible roles e.g., providing HTTP websites using NGINX.
- Installing various software with dependencies through playbooks with using variables and facts.
- Knowledge about YAML language, Push vs Pull automation differences.
- Roles and Modules Maintenance, Working with help and Documentation (docs.ansible.com).
- Setting up SSH (including Hardening SSH Server)
- Host inventory (static vs dynamic inventory, host, group vars)
- Ansible configuration (ansible.cfg).
- Debugging playbooks, error handling (ignoring, handlers, failed_when, changed_when).
- Conditionals and loops (when, with_items, with_sequence).
- Jinja2 templates (conditionals, loops, if, elif, else, for, filters, env vars, hosting website).

- Prompts, blocks (rescue, always), lookups, async tasks, ansible-vault, ansible-galaxy.

2. Microservices with Docker containerization:

- Introduction to microservices, Docker architecture and concepts, such as API gateways, service discovery, and load balancing.
- Creating and managing containers, Docker images, and Docker Compose files.
- Scripts to install docker, Docker-compose, basic Docker commands e.g., run, exec, build, rm, network.
- Docker networking, Docker building images, attaching volumes.
- Creating images based on Dockerfiles including env, volumes, users, args, labels, pushing images to registry.
- Docker registries e.g., DockerHub, building and testing different images e.g.,
- Basic concepts Docker-compose, Docker-machine, Docker swarm.
- Collecting metrics with cAdvisor, docker logging, containers restart policies, Docker security (CIS Docker benchmark)
- Docker healthchecks, multi-stage builds, .dockerignore.

3. Kubernetes CKAD:

- Kubernetes Core Concepts: Understanding Kubernetes architecture and components, Pods, Services, and Deployments.
- Configuration: Creating and modifying Kubernetes objects, such as ConfigMaps, Secrets, and SecurityContexts.
- Multi-Container Pods: Understanding and implementing multi-container pods and communication between them.
- Observability: Understanding and using Kubernetes logging, monitoring, and debugging tools.
- Pod Design: Designing and implementing scalable, fault-tolerant, and performant applications using Kubernetes.
- Services and Networking: Understanding Kubernetes networking concepts, such as Services, Ingress, and NetworkPolicies.
- State Persistence: Understanding and using Kubernetes storage options, such as Volumes, Persistent Volumes, and Persistent Volume Claims.
- Security: Implementing security best practices in Kubernetes, such as using RBAC, pod security policies, and secrets management.

4. Helm (package manager for Kubernetes):

- Helm history, basic concepts, chart structure, Chart vs Release vs Repository.
- Installing helm, Multi-line strings, JSON vs YAML, charts versioning.
- Built-in objects (Release, Values, Chart, Files, Capabilities, Template, Pipelines).
- Flow Control (if/else, with, range), hooks, .helmignore.
- RBAC, Helm plugins, Secrets, Pre-install, Pre-delete, Rollbacks and Upgrades
- Chart Repositories: Helm hub, artifactory.io, Template Engine, Dependency Management.

5. Introduction to DevOps and CI/CD concepts (Jenkins):

- Explaining CI/CD concepts, Basic GIT workflow.
- Jenkins History, Architecture, Installing Jenkins in k8s container.
- Different Plugins, Pipelines (scripted, declarative), GIT/Github integration.
- Pipeline Inputs, Credentials, Locking resources, Task parallelism, Conditionals, RBAC
- Configuring jobs (types, different builds, SCM integration, triggers, steps).
- Advanced builds, Notifications configuration, Jenkinsfile
- Automated deployments – Continuous Delivery, Managing Artifacts – Artifactory.
- Mail, Slack notifications, HTML reports, Post-build actions, multibranch configuration.

6. Microsoft Azure: the course covered the scope of the AZ-900 entry-level certification

7. IaaS in Terraform (Azure Cloud):

- Automate the creation, configuration, and management of their Azure resources using tools such as Azure Resource Manager (ARM) templates, PowerShell, and Azure CLI, Azure authentication.
- Understanding Azure Resource Manager (ARM) templates, Creating and managing Azure Resource Groups.
- Terraform basics, installing, configuration, working with Microsoft provider.
- Deploying infrastructure by terraform state files e.g., creating Virtual Machines on Azure Cloud.
- Working with documentation of Terraform
- Terraform commands, plan, init, destroy, apply, state.
- Terraform variables, outputs, count, conditionals, dynamic blocks, tainting resources.

FreeCodeCamp: JavaScript Algorithms and Data Structures

JANUARY 2023

Knowledge about the JavaScript language: creating different algorithms to manipulate strings, factorialize numbers, and calculate various scenarios, learn two important programming styles or paradigms Object Oriented Programming (OOP) and Functional Programming (FP).

Microsoft Certified: Microsoft Security, Compliance, and Identity Fundamentals SC-900

SEPTEMBER 2022

Knowledge about the concepts of security, compliance, and identity

Knowledge about the capabilities of Microsoft identity and access management solutions

Knowledge about the capabilities of Microsoft security solutions

Knowledge about the capabilities of Microsoft compliance solutions

FreeCodeCamp: Responsive Web Design Developer Certification

JULY 2022

Knowledge about the languages that developers use to build webpages: HTML (Hypertext Markup Language) for content, and CSS (Cascading Style Sheets) for design. Building 5 different projects to learn how to achieve proper effects. Knowledge how to make webpages that respond to different screen sizes with Flexbox technology and website layout with CSS Grid.

Microsoft Certified: Azure AI Fundamentals AI-900

APRIL 2022

Fundamental knowledge of Artificial Intelligence workloads, principles of machine learning, computer vision workloads, Natural Language Processing (NLP) workloads and conversational AI workloads on Azure

Microsoft Certified: Azure Administrator Associate AZ-104

MARCH 2022

Identity management (Azure AD, RBAC) and compliance (RBAC, Policy)

Azure administration tools (ARM Templates, CLI, PowerShell)

Administration of virtual networking (NSG, Firewall, DNS), Intersite Connectivity (ExpressRoute, VPN), network Traffic Management (Load Balancing, Network Routing), Azure Storage (Storage Accounts, Blob, File Sync) and Azure Virtual Machines Serverless Computing (ACI, AKS), Data Protection (e. g. File and Folder Backups), Monitoring (Log Analytics, Network Watcher)

Microsoft Certified: Azure Data Fundamentals DP-900

DECEMBER 2021

Core data concepts, concepts of relational data, concepts of non-relational data in Azure

Identify components of a modern data warehouse in Azure

Microsoft Certified: Azure Data Fundamentals AZ-900

OCTOBER 2021

General cloud computing concepts

Knowledge of core services available with Microsoft Azure

Knowledge about security, privacy, compliance and trust with Microsoft Azure

Understand pricing and support models available with Microsoft

Course of creating, promoting websites and creating computer graphics | Procad SA, Gdańsk

NOVEMBER 2013

A course about basic concepts of HTML, CSS markup languages and the basics of Adobe Photoshop realized at authorized AutoDesk training center.

Cisco CCENT: ICND1 ICND2 and CCNA Course Completion | ITTC Piotr Ostrowski, Gdańsk

FEBRUARY 2013

Installation and verification of simple computer networks: including configuration of Cisco routers and switches, solving issues with IP addressing, basic network protection and wireless transmission applications.

Certified Kubernetes Administrator (CKA) | The Linux Foundation (in progress..)

APRIL 2023 – NOW

Learning and getting prepared for exam for Certified Kubernetes Administrator (CKA) on [KodeKloud](#) Platform.

SKILLS AND PROJECTS

TECHNICAL

Cloud computing: Microsoft Azure, Amazon Web Services (AWS).

Administrative knowledge of Microsoft systems: Windows/Windows Server.

Basic scripting skills: Bash, PowerShell, ARM (Terraform).

Administering of Linux systems: Debian-based distributions e.g., Ubuntu.

Knowledge of Apple systems: MacOS, iOS.

Basic programming skills: Python (built-in libraries), JavaScript (built-in libraries), HTML5, CSS3, jQuery, Bootstrap.

Knowledge of using Microsoft Visual Studio Code, Git and GitHub (github.com/chrzanekz)

Basic database skills: MySQL, Microsoft SQL Server.

Microsoft Office: Word, Excel, PowerPoint, Outlook, Access.

Basic knowledge about Cisco network devices.

LANGUAGE

Polish - native

English – B2/C1 level

SOFT

agility, communicative skills, patience, self-development, problem solving skills, creativity, willingness to develop, analytical skills, logical thinking, full commitment to the tasks and responsibilities, team management skills, attention to detail and problem-solving skills.

OWN PROJECTS

Portfolio Website (HTML5, CSS3, JS)

Static website built by using HTML5, CSS3, JS technology with RWD (Responsive Web Technologies).

Tetris Game: Simple subpage called Tetris game built with using of JavaScript language.

<https://hlwnv.netlify.app>

Code:

https://github.com/chrzanekz/Personal_Website

“Szturm na AWS” (open-source project on Discord private group)

Simple short project which was used to build HTML website on AWS virtual machines on 18.04 LTS Ubuntu Server. I used a web framework called Flask (Python) to deploy simple website.

HOBBIES

Electronic music production (sound synthesis, mixing, mastering, arrangement, synthesizers).

Strength sports (powerlifting, bodybuilding).

BMW cars coding (INPA, NCS, ISTA).

Popular science literature, DC comics.

Learning to play the piano.

Interest in the computer games industry and mobile technologies.

I hereby give consent for my personal data to be processed for the purpose of conducting recruitment for the position for which I am applying.