

# Iwona Daleka

## Project Manager

 Hamburg, Germany  
 iwona.daleka@gmail.com  
 +49 1522 9680159



### PROFILE



I have gained over 10 years of experience in managing projects both in designing as well as execution phases. Thanks to my diversified jobs and university specialisation I've learned to acknowledge the importance of all stages of process and projects. I am looking forward to new challenges, further development and using the skills I have honed so far.

### WORK EXPERIENCE



### SKILLS



09.2020 - Present	<b>PROJECT COORDINATOR</b> <b>CN EUROPLAN GmbH</b> Coordination, preparation and quality control of plans (Revit) for multiple projects based in Germany. Direct and everyday contact in both English (spoken and written) and German (mostly written).
09.2018 - 08.2020	<b>SENIOR CONSTRUCTION INSPECTOR</b> <b>BANK GOSPODARSTWA KRAJOWEGO</b> Supervising compliance with the design, law, quality and timeliness of works of buildings financed by the bank.
11.2016 - 03.2018	<b>SITE MANAGER IN FIT-OUT TEAM</b> <b>OLIVIA BUSINESS CENTRE</b> Planning, coordination, settlement and supervision over installation works (electrical, teletechnical installations, fire security, AV, HVAC, process heat, ice water, hydrant installation, sprinkler), general construction and fit-out elements from the shell and core state to the fully finished office. Contact and cooperation with architects designing offices. Cooperation with architects, clients, sub-contractors.
03.2015 - 11.2016	<b>JR SITE INSPECTOR/QUANTITY SURVEYOR</b> <b>MUSEUM OF THE SECOND WORLD WAR</b> Financial management of the project in the form of monthly settlements of the General Contractor and the Contractor of the Permanent Exhibition. Control of the approval of subcontractors. Support of Supervision Inspectors in acceptance works. Support of the Project Manager in his duties.
07.2012 - 07.2014	<b>SITE MANAGER</b> <b>INVEST KOMFORT</b> Supervising compliance with the design, quality and timeliness of works from foundations to the delivery of premises to clients. The current organization of works within the designated scope.

#### LANGUAGES SKILLS

Polish

English

German

Spanish

#### COMPUTER SKILLS

Microsoft Office

Visual Basic

Jira

Wrike

Trello

Google Suite

Java

Microsoft Project

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## EDUCATION SUMMARY



## SOFT SKILLS



- Ability to work under time pressure
- Team player
- Ability to deal with conflicts
- Team leading
- Mentoring abilities
- Striving to achieve results
- Ability to focus on achieving the target

## CERTIFICATES



2019  
**MICROSOFT OFFICE SPECIALIST: EXCEL**

2017  
**PERMISSION TO MANAGE CONSTRUCTION WORKS**

2010  
**CAMBRIDGE CERTIFICATE IN ADVANCED ENGLISH**

2009  
**DRIVING LICENSE CAT. B**

## HOBBIES



Human Rights



Cycling



Travel



Horsemanship

## VOLUNTARY SERVICE



2016 - 2017  
**TOLERADO - Association for LGBT community Member**  
Organizing 2nd LGBT Parade in Gdansk. Creating channels of communication and project management on Trello for the organisation.

2014  
**STUDENTS' ORGANISATION "KOMBO"**  
Taking part in organisation of the competition "Wykombinuj Most" - creating a miniature bridge out of paper.

2013 - 2014  
**LOGICAL PROJECT Member**  
Multi department project with the purpose to create a design of ecological, self-sustainable home with interesting design.