

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



09.2020
Present

PROJECT COORDINATOR

CN EUROPLAN GmbH

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

SENIOR CONSTRUCTION INSPECTOR

BANK GOSPODARSTWA KRAJOWEGO

Supervising compliance with the design, law, quality and timeliness of works of buildings financed by the bank.

11.2016
03.2018

SITE MANAGER IN FIT-OUT TEAM

OLIVIA BUSINESS CENTRE

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

JR SITE INSPECTOR/QUANTITY SURVEYOR

MUSEUM OF THE SECOND WORLD WAR

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

SITE MANAGER

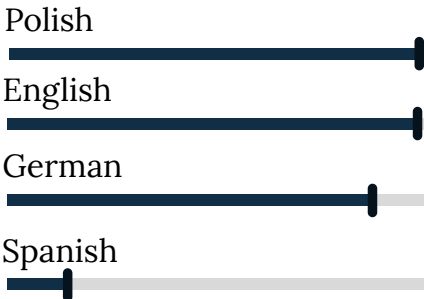
INVEST KOMFORT

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.

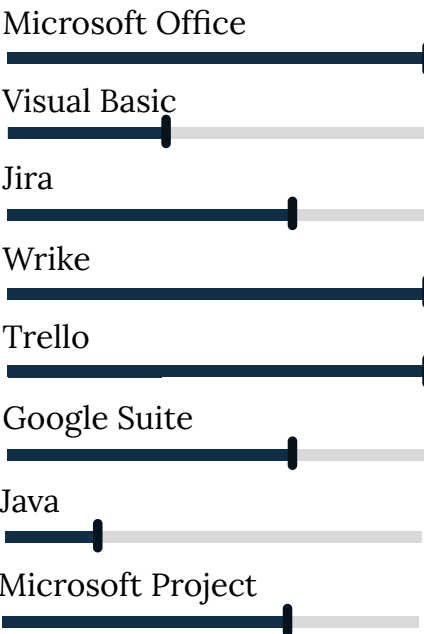
SKILLS



LANGUAGES SKILLS



COMPUTER SKILLS



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.

EDUCATION SUMMARY



- 2014 - 2016** ● **GDAŃSK UNIVERSITY OF TECHNOLOGY**
CIVIL ENGINEERING
Master of Engineering
Project Management and Technology in Civil Engineering
- 2010 - 2014** ● **GDAŃSK UNIVERSITY OF TECHNOLOGY**
CIVIL ENGINEERING
Bachelor of Engineering
Technology in Civil Engineering and Organisation of Construction Site

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.