

JAKUB URBAŃSKI

.IT ADMINISTRATOR

CONTACT

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EDUCATION

Politechnika Warszawska
2024-currently
Masters in Computer Science

**Polish Japanese Academy of
Information Technology**
2020-2024
BE in Computer Science

University of Warsaw
2016-2019
European Studies

SYSTEM ADMINISTRATION AND IT

Linux
Active Directory (AD)
Proxmox virtualization
GoogleWorkspace
Microsoft365
Networking
TCP/IP, DNS, DHCP, VLANs
Endpoint Management
Docker
Antimalware
Security
Server Hardware
Network Hardware
Peripherals

PROFILE

IT Administrator experienced in managing networks and systems (AD, Proxmox), enhancing security, automating tasks (PowerShell), and building web applications.

EXPERIENCE

IT Administrator – Reikon Games
01.2023 – currently

- Administered server infrastructure, including physical/virtual servers (Windows/Linux), the Proxmox VE virtualization environment, and core network services (DNS, DHCP).
- Enhanced IT team efficiency through PowerShell automation for tasks including server maintenance, user onboarding, and Slack API integrations.
- Managed the lifecycle of end-user devices (Windows/macOS laptops/desktops), including IT equipment procurement, inventory, configuration, deployment, licenses, and ongoing support.
- Provided technical support and coordination during server hardware relocation and infrastructure upgrades.
- Developed and maintained internal IT monitoring dashboards (using React/Node.js)
- Administered essential SaaS platforms (e.g., Google, Microsoft 365), managing user access, security settings, and configurations.
- Created and maintained comprehensive IT documentation

IT Support and Project Coordinator – Center for Innovative Education
01.2017 – 12.2017 07.2020 – 10.2022

- Ensured high employee operational efficiency by delivering IT support services, including managing Microsoft 365 and Google services
- Managed organization WordPress websites
- Organized and presented at six international events, providing technical support to over 500 attendees.

LANGUAGE SKILLS

Polish – native

English – C2 (Fluent)

Spanish – B1 (Intermediate)

SOFTWARE DEVELOPMENT SKILLS

Bash

Powershell

JavaScript

React.js

Next.js

Node.js

REST APIs

Java

C#

DATABASE

SQL

PostgreSQL

MongoDB

MariaDB

PROJECT MANAGEMENT AND METHODOLOGIES

Scrum/Agile

CEX Team Analyst – Orange Poland

01.2020 – 06.2020

- Conducted competitor analysis and market research, resulting in a 15% increase in market share for specific product lines during the COVID-19 pandemic.
- Conducted thorough testing on mobile applications, uncovering and resolving over 100 bugs, leading to a 12% enhancement in overall user experience and a 5% reduction in user grievances.
- Developed and implemented employee gamification strategy across whole Company

Administrative Support Intern – Parliament's Office for Danuta Hübner, MEP

01.2018 – 06.2018

- Provided comprehensive IT support to staff members, ensuring smooth operation, resolving technical issues promptly, and managing a WordPress site, including calendars and news sections, resulting in a 95% decrease in downtime.

IT Administrator, Graphic Designer – EPO Sp. z o. o.

08.2016 – 07.2017

- Managed WordPress websites, ensuring smooth functionality and user experience.
- Introduced mailing lists for the clients, increasing sales.

WEB PROJECTS

- [TableMate](#)
2025

Unified platform designed to streamline company resource management by centralizing reservations for desks, conference rooms, and parking spots, alongside ordering food and IT equipment. Developed using Next.js

- [Gramatyk](#)
2025

Next.js web application that fetches Polish word morphological declensions from an external site using a serverless proxy API, then parses and displays the results in a formatted table.

- **IT Dashboard**
2024-2025

IT Dashboard including Google and ADFS login, for admins. Displays all users and their statuses from all sources in one place (AD, Google, Slack, Miro) allowing administrators to manage all from one place.

- **ScholarHub**
2023 – 2024

React-based university platform, incorporating MongoDB and Java Spring Boot. Supports recruitment, online meetings, chat, and grading system for higher Education.