

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

Experienced IT Administrator skilled in managing networks, systems (AD, Proxmox), security, and end-user support. Proven in automating tasks, procuring hardware, and maintaining documentation to ensure operational efficiency and minimal downtime.

EXPERIENCE

IT Administrator – Reikon Games

01.2023 – currently

- Administered server infrastructure (physical/virtual Windows/Linux servers, Proxmox VE) and core network services (DNS, DHCP).
- Automated tasks via PowerShell (e.g., server maintenance, user onboarding, Slack API), boosting IT efficiency by 20%.
- Managed end-user devices (Windows/macOS), including procurement, configuration, deployment, and support.
- Coordinated server hardware relocations and upgrades with zero critical incidents.
- Developed React/Node.js monitoring dashboards and administered SaaS platforms (Google, Microsoft 365).
- Created comprehensive IT documentation for team reference.

IT Support and Project Coordinator – Center for Innovative Education

01.2017 – 12.2017 07.2020 – 10.2022

- Delivered IT support for Microsoft 365/Google services, ensuring high employee efficiency.
- Managed WordPress websites and provided technical support for six international events with 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 app testing, resolving 100+ bugs and increasing market share by 15%.
- Developed gamification strategies for company-wide efficiency.

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

01.2018 – 06.2018

- Provided IT support and managed WordPress sites, reducing downtime by 95%.

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

08.2016 – 07.2017

- Managed WordPress websites and mailing lists, increasing client 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.