**CURRICULUM VITAE**

**PERSONAL INFORMATIONS**

**Name:** Jacek Szuba

**Address:** Kilbrew

Ashbourne

Co Meath

**Telephone:** 0851430357

**Email:** [jack.szuba@gmail.com](mailto:jack.szuba@gmail.com)

**Nationality:** Polish

**Date of birth:** 14/03/1979

**Profile**:

* Good organisation and administration skills;
* Work as well as part of the team or on own initiative;
* Responsible and good worker;
* Follow instructions quickly and efficiently;
* Excellent communication skills, polite and friendly manners;
* Very fast learner;
* Positive attitude;
* Knowledge of office management systems and procedures;
* Working knowledge of office equipment, like printers and fax machines;
* Proficiency in MS Office (MS Excel and MS PowerPoint, in particular);
* Excellent time management skills and the ability to prioritize work;
* Attention to details and problem solving skills;
* Excellent written and verbal communication skills;
* Strong organizational skills with the ability to multi-task;

**CAREER HISTORY**

**Dates:**  25th January 2016 – currently

**Name and address of employer:** Securitas Security Services Ltd.

Unit 7&8

Bracetown Business Park

Clonee

Dublin 15

**Occupation:** Data Centre Security Officer

**Duties:**

* Facility access control
* Handling administrative requests and queries from senior managers, such as: organizing and scheduling appointments with admin software, planning meetings, answering and directing phone calls, organizing and scheduling appointments, writing and distributing emails, corresponding memos, letters, faxes and forms, assisting in the preparation of regularly scheduled reports, developing and maintaining a filing system, updating and maintaining office policies and procedures, maintaining contact lists, booking travel arrangements, providing general support to visitors, acting as the point of contact for internal and external clients, liaising with executive and senior administrative assistants to handle requests and queries from senior managers, authorizing and accepting deliveries;
* Enforcing Customers’ rules, policies, procedures and directives;
* Providing deterrence against fire, theft, vandalism and trespass;
* Assisting in elimination of safety hazards and security breaches;
* CCTV operations;

**Dates:**  5th August 2011 – 24th January 2016

**Name and address of employer:**  Noonan Services Group Ltd.

Unit 3

Sword Business Park

Swords

Co Dublin

**Occupation:** Corporate Security / Customer Services

**Duties:**

* coordinating security activities at the location, assisting in access control through closed circuit television (CCTV) monitoring, serving as communications centre for security operations and maintaining constant monitoring of the alarm systems;
* interior and exterior patrols of the premises;
* preparing of daily, weekly and monthly reports;
* preserving order and protecting property;

**Dates:**  October 2007 – July 2011

**Name and address of employer:**  CRS Ltd.

4 Wikeford Hall

Riverbank

Swords

Co Dublin

**Occupation:** Project Manager

**Duties:**

* Ensuring projects are completed to expectation with regards to Time, Cost and Quality.
* Managing and motivating site teams to deliver projects on time
* Planning resourcing of projects and monitoring against budgets
* Preparing and monitoring work programmes to deliver projects to deadlines
* Producing accurate and professional records and reports
* Responsibility for maintaining excellent client relationships
* Providing specialist technical leadership

**Dates:** September 2000 – September 2007

**Name and address of employer:** DREWBET Sp J

ul. Gornicza 1

42-100 Klobuck

Poland

**Occupation:** IT Technical Support

**Duties:**

* Setting up workstations with computers and necessary peripheral devices (routers, printers etc.)
* Checking computer hardware (HDD, mice, keyboards etc.) to ensure functionality
* Installing and configure appropriate software and functions according to specifications
* Developing and maintaining local networks in ways that optimize performance
* Ensuring security and privacy of networks and computer systems
* Providing training to users on how to operate new software and computer equipment
* Performing troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
* Maintaining records/logs of repairs and fixes and maintenance schedule
* Identifying computer or network equipment shortages and place orders

**Dates:** July 2002 – September 2004

**Name and address of employer:**  Green – NET Networks and IT Support

42-200 Czestochowa

Poland

**Occupation:** Project Manager (IT environment)

**Duties:**

* Business meetings;
* Making solutions for company expansion;
* Technical Support in IT technologies;
* Develop, obtain approval for and manage the project’s budget
* Defining resource requirements to achieve the project’s objectives
* Developing project charter and manage all aspects of project governance
* Developing project plan, identifying and sequencing activities and producing the project's work breakdown structure
* Planning and designing the project and proactively monitoring and controlling its overall progress against the delivery schedule
* Providing timely and accurate status reports regarding progress of the project at steering meetings
* Managing risks and issues that may impact the project to ensure they are controlled effectively and understood by stakeholders, developing innovative solutions and initiating corrective action as appropriate so as to resolve matters
* Invoicing;

**EDUCATION**

**April 2018**

QQI Level 6 Managing People 6N3945

**1998 – 2000**

QQI Level 5 Professional title of an IT Technician specializing in computer science – secondary educational level (June 2000)

**TRAINING**

Private Security Authority License since July 2010 – license number: EM146218/20 (Security Guard - Static)

Occupational First Aid Training – Fetac Level 5 Feb 2017

DIGITAL REALTY TRUST Customer Service Training (Securitas Training & Development) - November 2016

PREPARIS Certification Program in Crisis Events – November 2017

Full clean Driving License – category B

**IT SKILLS**

Microsoft Office: Word, Excel, Powerpoint, Outlook, Explorer

AMAG Symmetry Enterprise, Insite Planon ProCentre, Service Now, Customer Portals.

Very good PC skills, data entry experience, very good keyboard skills.

**LANGUAGES**

English – Fluent

Polish – Native

German – Basic

**INTERESTS**

Iaido/Kendo – member of Polish Iaido Association, Polish Kendo Federation and European Kendo Federation since 2002.

Computers, books, fishing.

*References available on request.*