

Karolina Krawczyk

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EXPERIENCE:

Feb 2020 – still
(11 months)

State Street, Kraków – Project Leader

- Project Manager in Transition and Transformation projects
- Driving end to end project delivery for business resiliency type projects in EMEA
- Meeting project goals within agreed scope, time and budget
- Ensuring efficient communication and relationship management with multiple stakeholders
- Engagement management including work plan, issue resolution and change process
- Securing prioritization and time management in various projects
- Providing risk and issues identification and mitigation
- Implementing and maintaining project management methodology standards
- Collaborating with PMO team members on local PMO processes

Sep 2018 – Jan 2020
(1 year 5 months)

Global Logic, Kraków – IT Project & Program Coordinator

Program consisting of 3 projects (80+ FTE) for the global pharmacy, health and wellbeing enterprise – creating enterprise level application that captures all the supply management process from the manufacturing to the client pickup at the desired location.

- Maintaining program governance and resources management
- Streamlining processes on program and location levels
- Creating and maintaining comprehensive program documentation
- Coordinating program lifecycle and development, ensuring keeping deadlines
- Managing projects permissions regularity
- Creating budget and profit forecasts, monitoring budgets and invoicing process
- Coordinating transfer / bonus / overtime / termination process
- Identifying and evaluating risks and issues
- Team events, workshops and client visits organization
- Timesheets management
- Hiring pipeline tracking and reporting
- Creating and coordinating onboarding process
- Co-organizing boot-camps for DevOps
- Training Coordinators for other accounts, creating internal procedures for them
- Facilitating information flow between Client, Engineering Director and Employees

Jul 2017 – Feb 2018
(8 months)

Opus Trust, Kraków – PMO & Junior Corporate Services Specialist

- Coordinating project execution, schedules, resources and information flow
- Co-creating individual tax optimization offers
- Supporting Clients in conducting business transactions
- Preparing agreements for Clients in Polish and English
- Issuing invoices and debit notes for the company's services
- Providing soft debt collection
- Employees onboarding and offboarding
- Monitoring budgets and office expenses

Jul – Aug 2016
(2 months)

Provincial Office in Olsztyn, Department of the Security and Crisis Management – Internship as Junior Accountant

- Verifying employees' working time
- Preparing reports concerning office expenses and employees' leaves
- Co-creating quarterly HR and payroll settlement
- Supporting internal and external events organization

Mar – Jun 2016
(4 months)

Lynka, Kraków – Office Manager Assistant

- Supporting all administrative activities that facilitate the smooth office running
- Organizing business trips for management
- Maintaining office condition and arranging necessary repairs
- Organizing office operations, procedures and managing databases

Jul – Sep 2015
(3 months)

AmniTec, Merthyr Tydfil, Wales – Assistant Financial Accountant

- Preparing and processing financial documents
- Providing administrative support
- Maintaining financial documentation

EDUCATION:

Oct 2018 – Jul 2020

Jagiellonian University in Kraków

- Faculty of Management and Social Communication
- Institute of Economics, Finance and Management
- Master's thesis: Preferred negotiation style for various temperaments – research among employees of the project management office.
- Field of studies (Master's degree): **Human Resources Management** (extramural)

Oct 2014 – Jul 2017

Jagiellonian University in Kraków

- Faculty of Law and Administration
- Bachelor's thesis: Immunity protection of the envoy and senator in Poland
- Field of studies (Bachelor's degree): **Public Administration** (full-time)

Sep 2011 – May 2014

II High School in Olsztyn

- **Bilingual class** with expanded: History, Civics, Geography, English

FOREIGN LANGUAGES:

English – Full Professional Proficiency

Russian – Limited Working Proficiency

German – Elementary Proficiency

OTHER INFORMATION:

Certificates:

- Prince2 Foundation (2019)
- JCJ English on C1 level (2017)
- CAE (2012)

Courses:

- ITIL4 Foundation
- Prince2 Foundation
- Agile Foundation
- Scrum workshops
- Effective time management
- Microsoft Excel advanced
- British School – English C1
- Crisis management
- Microsoft Project training
- Speed Reading Course
- Stakeholder engagement and communication

Computer skills:

- Advanced level: MS Office package, Confluence, Jira, Oracle
- Intermediate level: SAP, CRM

Strengths:

- Time management
- Organizational skills
- Precision

Driving licence: category B

Interests: singing (previously in rock band & gospel), cooking, gangster movies & Oscars