

MICHAL KARCZEWSKI

Project Manager experienced in the Research and Development (R&D).

Interested in the positions: Business Analyst, Data Analyst, Data Scientist, Big Data or similar.

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Place of residence: Cracow, Poland



SUMMARY

1. **My current career goal** is to continue my professional experience related to the project development on the positions like Business Analyst, Data Analyst, Data Scientist, Big Data or similar role.
2. **7 years' experience in the web development** and **6 years' experience in the project management**.
3. **Completed two 3-year R&D projects** related to engineering (mechatronics, robotics) and software development (embedded, frontend).
4. **Developed dozen Business Analyses and Project Execution plans** for the R&D projects.
5. **Business development with the multinational corporations**, i.e. Airbus, ARM, Valeo, BASF, Bosch, GMV, Menzolit, ZEISS in the scope of the developed projects.
6. **Transition of the business and projects processes** from the global Project Office to the local organisation.
7. **Designed, developed and implemented three online tools** - software for supporting project management of the project with the unique requirements; - software for the document workflows according to the processes in the local organization; - and software for managing the work of the production department.
8. **Very good English and good German** – participation in multiple international projects with i.e. US, UK, German, France, Spain, Italy, Austria, Turkey, Israel, Japan.
9. Strong orientation to deliver project outcome **on time, within the budget and with required quality**.

EXPERIENCE

- **Technical Manager** - Industrial Research Institute for Automation and Measurements, Poland 2014.09 - 2016.12 (2 yrs. 4 mos.)
- **Project Manager** - Space Research Centre - Polish Academy of Sciences, Poland 2010.12 - 2014.08 (3 yrs. 8 mos.)
- **Safety Officer** - Project Office "Cherenkov Telescope Array", Germany 2012.10 - 2013.12 (1 yr. and 3 mos.)
- **Web Developer** - Freelancer, Poland 2008.11 - 2010.11 (2 yrs.)
- **User Experience/Interface Designer (UX/UI)** - Onet.pl - ITI Group, Poland 2008.01 - 2008.11 (11 mos.)
- **IT Specialist** - Cracow University of Technology, Poland 2003.11 - 2007.12 (4 yrs. 2 mos.)

SKILLS

- **Management:** Methodologies: PMBOK, Agile, Scrum, PRINCE2, Lean Management, Six Sigma. Team Leading, Project Planning, Project Management, Budget Planning, Budget Management, Resource Management, Risk Management, Change Management, Implementation Management, Processes Improvements, Reporting.
- **Business:** Business Analytics, BABOK, BPMN, UML, contract preparation and negotiation, tenders' preparation, business planning.
- **Programming:** SQL/MySQL, VBA, Python, R, MATLAB, PHP.
- **Engineering:** Software Architecture, Software Testing, System Engineering.
- **Software:** Advanced Excel (VBA, Pivot Tables), Microsoft Project, Microsoft Visio, Ubuntu Linux.

EDUCATION

- **Sources and Resources of the Renewable Energy** - AGH University of Science and Technology, postgraduate 2007 – 2008
- **Technical Physics and Computer Modelling** - Cracow University of Technology, M.Sc. Eng. 1998 - 2003

COURSES/CERTIFICATES

- **Management & Business: Agile Project Management Path** (Foundations, Transitioning from Waterfall to Agile, Building Agile Team, Planning with Agile User Stories, Productive Agile Meetings, Reporting with Agile Charts and Boards, Agile Retrospectives, Agile with Microsoft Project). Risk Management. Quality Control in the Project Management. Risk Modelling in the high-tech and ultra-high-tech projects. Basics of Law.
- **Data: Data Science Path** (Data Science & Analytics, Data Governance, Statistics, Data Mining, Managing and Analyzing Data, Data Visualization and Storytelling). **Big Data Path** (Building Architecture and Teams, Program Management, Techniques and Concepts). **Microsoft Data Analysis Track** (Data Science Orientation, Microsoft Introduction to Python for Data Science). UML Class Diagrams for Software Engineering.
- **Engineering:** System Engineering. Industrial R&D. FMEA Methodology - Failure Mode and Effects Analysis. Status & Planning for Risk. RAMS Methodology - Reliability, Availability, Maintainability Safety.

LANGUAGES

- **English** - fluent: daily office communication, giving presentations, writing documentation and reports.
- **German** - advanced: A-class exam passed, common communication during the employment in Germany.
- **Polish** – native.

EXTENDED DESCRIPTIONS OF THE POSITIONS AND SKILLS

EXPERIENCE

Technical Manager

2014.09 – 2016.12 (2 yrs. 4 mos.)

Industrial Research Institute for Automation and Measurements, Poland

Company website: piap.pl/en

ACHIEVEMENTS:

- Execution (second 1,5 of 3 years) of the Aeroceptor project (www.aeroceptor.eu) aimed at development of a new and innovative concept of operation to remotely and safely control, slow and stop non-cooperative vehicles in both land and sea scenarios, by the means of Unmanned Aerial Vehicle (UAV).
- Main products developed in the project: **onboard computer, console (tablet) to control all devices, tracking algorithm, image recognition algorithm, tracking camera, target marker, spotlight, speaker.**
- 6 project proposals submitted for the calls related to the **Information and Communication Technologies (ICT), Industry 4.0 (Internet of Things, Augmented Reality, Virtual Reality), Robotics, Security** within project consortiums with i.e. Airbus, Bosch, GMV, ARM.
- **Build Robotics Test Facility** for the robot performance measurement according to the National Institute of Standards and Technology (NIST).

RESPONSIBILITIES:

- Leading Aeroceptor project, **managing 10-persons team of specialists** (software-, mechatronics-, electronics- developers).
- Coordinating project **within international consortium** (15 partners from Spain, France, Austria, Italy, Turkey, Israel). **Reporting and presenting** milestones results to the Aeroceptor stakeholders, advisory board and end users.
- **Developing, verifying and validating products specifications** according to project requirements. **Collaborating, negotiating and documenting the interfaces** of the products with the project partners.
- **Planning, preparing and executing test campaigns** of the products. **Final integration and presentation** of the products in front of Aeroceptor stakeholders and end users.
- Analysing, planning, developing and collaborating on the project proposals (with the **Business Analysis, System Engineering and Project Execution Plan** (i.e. resource planning, schedule planning, budget planning, risk management planning, test planning) within international projects teams.

TOOLS/METHODOLOGIES/TECHNOLOGIES:

- PMBOK, BABOK, Agile, Scrum, Redmine, Wiki, Microsoft Project, Microsoft Excel, UML.

Project Manager

2010.12 - 2014.08 (3 yrs. 8 mos.)

Space Research Centre, Polish Academy of Sciences, Poland

Company website: cbk.waw.pl/en

ACHIEVEMENTS:

- **Execution the prototyping stage (3 years) of the CTA project** (www.cta-observatory.org) aimed at development of the next generation ground-based observatory for gamma-ray astronomy at very-high energies. With more than 100 telescopes located in the northern and southern hemispheres, CTA will be the world's largest and most sensitive high-energy gamma-ray observatory.
- Devices developed in the project: **mirror alignment system, mirrors positioning software,**

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composite mirrors.

- **Established and developed cooperation** with the international companies i.e. Valeo, BASF, ZEISS.
- **4 project proposals submitted** for the calls related to the Space missions for European Space Agency (ESA).
- **Designed, developed and implemented three online tools:** - software for supporting project management of the project with unique to the unique requirements; - software for the document workflows according to the processes in the organization; - and software for managing the work of the production department.

RESPONSIBILITIES:

- Managing CTA project, **managing 15-person team of specialists** (software-, mechatronics-, electronics-, optics- developers).
- Coordinating project within **international consortium** (25 countries from Europe, US, Japan) and with **international industry** (Germany, UK, Italy, US) on the composite manufacturing and optics technologies.
- **Business development and managing relationships** with CTA project stakeholders. Preparing and **negotiating contracts, preparing tenders.** Reporting and presenting the milestones results to project stakeholders and project partners.
- **Consulting the project management processes** during the implementation of the ERP system in the Space Research Centre PAS. Preparing the **tender requirements and specification for the Project Management Module.**
- Collaborating on the projects proposals, contained **European Cooperation for Space Standardization (ECSS) Standards, System Engineering documentation and Project Execution Plan** (i.e. schedule plan, budget plan, resource allocation plan, risk management plan, test plan).

TOOLS/METHODOLOGIES/TECHNOLOGIES:

- PMBOK, ECSS Standards, Agile, Scrum, Microsoft Project, Microsoft Excel, UML, CMS Drupal.

Safety Officer

2012.10 - 2013.12 (1 year. 3 mos.)

Project Office - Cherenkov Telescope Array Project, Germany

- the additional position to the Project Manager position at SRC PAS

Project website: cta-observatory.org

ACHIEVEMENTS:

- **Developed Risk Management Plan** according to the FMEA (Failure Mode and Effects Analysis) and RAMS (Reliability, Availability, Maintainability, Safety) for the optics system of the SST-1M (Small Size Telescope with One Mirror) in the CTA project.
- **Developed Budget Plan** for the production of the prototype and the demonstration series of the Optics System for the SST-1M telescope.
- **Developed Guidelines for the Safety Issues** at the area of the astronomical observatory according to "The Machinery Directive 2006/42/EC", „The Work Equipment Directive 009/104/EC".

RESPONSIBILITIES:

- Participating in monthly **Project Committee meetings** with CTA project representatives and stakeholders.
- Collaborating on the **Risk Management Process and Budget Management Process, Change Implementation Process** for production of the prototype as well demonstration series of the CTA telescopes.
- Collaborating on the **Requirements, Specification, Verification and Validation Plan to fulfil Quality Requirements** in the CTA project.
- **Transition of the business and projects processes** from the CTA Project Office to the Space Research Centre, Polish Academy of Sciences.

EXPERIENCE

TOOLS/METHODOLOGIES/TECHNOLOGIES:

- PRINCE2, ISO, System Engineering, FMEA, RAMS, Microsoft Project, Microsoft Excel.

Web Developer

2008.11 - 2010.11 (2 yrs.)

Freelancer

ACHIEVEMENTS:

- Developed dozen **secured intranets, commercial websites, e-commerce**.
- Established and developed **long term cooperation** with clients.
- **Built network of the subcontractors** i.e. software developers, UX/UI designers, graphics designers.

RESPONSIBILITIES:

- **Analysing, designing, developing** websites.
- **Consulting and processing audits** of the external projects.
- Managing the contracted projects, **supervising the outsourced work**.
- Managing relationships with clients. **Networking for the new clients and new subcontractors**.

TOOLS/METHODOLOGIES/TECHNOLOGIES:

- CMS Drupal, WordPress, Prestashop, Magento, PHP/MySQL, HTML/CSS.

User Experience/Interface Designer (UX/UI)

2008.01 - 2008.11 (11 mos.)

Onet.pl - ITI Group

- the largest and most popular web portal in Poland

Company website: wikipedia.org/wiki/Onet.pl

ACHIEVEMENTS:

- Designed dozens of the **User Experience and Interface projects** for the Onet.pl services i.e. news, maps, blogs, dates, socials media, as well their mobile versions.

RESPONSIBILITIES:

- **Functional** designing, **user interface** designing, designing **content architecture**.
- **Developing, offering, negotiating projects specifications and layouts** with the Products Managers.
- **Leading the projects** within the team of the software developers and graphic designers.
- **Software testing** according to the products requirements and specifications.

TOOLS/METHODOLOGIES/TECHNOLOGIES:

- Axure, Microsoft Visio, Microsoft SharePoint.

IT Specialist

2003.11 - 2007.12 (4 yrs. 2 mos.)

Cracow University of Technology

Company website: pk.edu.pl/en

ACHIEVEMENTS:

- **Designed, developed and implemented 4 main web portals** for the Cracow University of Technology (intranet for employees, recruitment portal, student's portal and the official website of the University).

RESPONSIBILITIES:

- Maintaining all four University web portals.
- Planning, designing, developing and implementing the **new Content Management System (CMS)**

for the University.

- **Administrating local network, technical support** of the events at the University.
- **Graphical designing** of the promotional materials.

TOOLS/METHODOLOGIES/TECHNOLOGIES:

- CMS Joomla, HTML/CSS, PHP/MySQL, Photoshop, Corel.

**WORKSHOPS/
CERTIFICATES**

WORKSHOPS/ CERTIFICATES

▪ **Data Science Path**

Modules: 1. Data Science & Analytics, 2. Data Governance, Statistics, 3. Data Mining, 4. Managing and Analyzing Data, 5. Data Visualization and Storytelling.
LinkedIn.com, 08.2017.

▪ **Agile Project Management Path**

Modules: 1. Agile Foundations, 2. Transitioning from Waterfall to Agile, 3. Building Agile Team, 4. Planning with Agile User Stories, 5. Productive Agile Meetings, 6. Reporting with Agile Charts and Boards, 7. Agile Retrospectives, 8. Agile with Microsoft Project.
LinkedIn.com, 07.2017.

▪ **Big Data Path**

Modules: 1. Building Architecture and Teams, 2. Program Management, 3. Techniques and Concepts.
LinkedIn.com, 06.2017.

▪ **Microsoft Data Science Track**

Modules: 1. Microsoft DAT101x: Data Science Orientation, 2. Microsoft DAT208x: Introduction to Python for Data Science.
edx.org, 04.2017.

▪ **UMLx: UML Class Diagrams for Software Engineering**

edx.org, 03. 2017.

▪ **Risk Management**

Max Planck Institute for Nuclear Physics, Heidelberg/Germany, 06.2013.

▪ **FMEA Methodology - Failure Mode and Effects Analysis**

Planck Institute for Nuclear Physics, Heidelberg/Germany, 10.2013.

▪ **Industrial R&D I, II, III**

National Research Council, Rome/Italy, 10.2012.

▪ **RAMS Methodology - Reliability, Availability, Maintainability Safety**

Complutense University of Madrid, 09.2012.

▪ **Quality Control in the Project Management I, II**

Max Planck Institute for Nuclear Physics, Heidelberg/Germany, 09.2012.

▪ **Basics of Law**

Warsaw University, 10.2011.

▪ **Risk modelling in the high-tech and ultra-high-tech projects**

Warsaw University, 04.2011.

I hereby give consent for my personal data included in my offer to be processed for the purposes of recruitment, in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments)".