

KRAJEWSKI IRENEUSZ

Project Manager | Carelings.eu



business profile : bit.ly/IK-LinkedIn

www : IKrajewski.pl > my professional page

> visit my webpage for a list of **projects** I have managed

> **visual CV** with lifeline and **achievements** > sumry.me/ikrajewski



ABOUT ME



- Good presentation skills and sales + entrepreneurship background allow me to clearly define business needs and translate them into technical specs for project management.
- Highly engaged and motivated, looking for product challenges in the IT industry.
- Well developed interpersonal skills, assertive. Team-player, clearly communicating with engineers, IT, subcontractors.



Contact Information:

phone : +48 512 733 982

e-mail : irek.kr@hotmail.com

address : Pultuska 7A, Warsaw



IT Skills:

HTML + CSS

JavaScript

PHP

XML & SQL

Visual Basic.NET

Wordpress CMS



Certificates:

Project Management

✓ Prince2 Foundation >[link](#)<

✓ Prince2 Practitioner >[link](#)<

CRM S.A., Warsaw

✓ Microsoft Project - BizTech

Consulting, Warsaw



Software:

Project Management

MS Project, JIRA+Confluence, Quip, Asana, Trello, OpenProj, Gantt Project

Programming

Atom, MS Visual Studio

MeteorJS



Foreign languages:

English – C1 fluent
oral and written

French – C1 fluent
oral and written

German – B2 advanced
oral and written

Spanish – B1 basic
oral and written

PROFESSIONAL EXPERIENCE

01.2015 -present KERRIK LTD | **Carelings**, Warsaw, PL/UK - **Project Manager**

- On-line business management.
- Business planning, business model design, processes definition (BPMN), MVP.
- Prospection and customer relationship management, on-line lead capturing and nurturing.
- Content planning and management of advertisement campaigns in AdWords and Social Media (Facebook).
- Management and maintenance of two web-services Carelings.eu and Zdrowy-Dom.com | [BLOG](#) .

08.2012 -12.2014 KERRIK | **3Dma**, Warszawa, PL – **Owner**

- Daily management of small enterprise – 3D Printing services.
- Assembly of 3D printers for printing small scale elements (20x20x20 cm), Arduino board parameterization.

09.2011 -04.2012 **KGE Sp. z o.o.**, Warsaa, PL – **Support Manager**

Business : design software for civil engineers and architects.

- Management of the software support service, maintaining good relationships with clients, provision of technical support for architects and civil engineers, participation in industry fairs (e.g. Budma Poznan).
- Organization of software presentations (real-life and on-line), execution and leading of software trainings.
- Running software updates tests, execution of technical papers and software translations (English to Polish).

09.2010 -12.2010 **Ergon Poland Sp. z o.o.**, Mszczonów, PL – **Project Manager**

- Prospecting for new clients and contracts for manufacturing and assembly works by networking, supporting the planning processes at an early stage (design phase).
- Sales advisory in technical solutions related to the company's products.
- Project Management (precast concrete structural elements), internal (design office, manufacturing plant, logistics) and external (general construction, assembly).
- Maintenance of a good communication flow within managed projects, participation in internal coordination and production planning meetings.
- Execution of cost-estimates and offers, provision of legal support and invoicing for delivered works and products.

01.2008 -08.2010 **KP1 Polska**, Wrocław, PL – **Technical Sales Advisor & PM**

Business: civil engineering, manufacturer of precast concrete elements.

- Technical projects management - related to the development of new production units, implantations and software.

(continued) 01.2008 -08.2010 **KP1 Polska Sp. z o.o.**, Wrocław, PL 🇵🇱 – **Technical Sales Advisor & Project Manager**

- Technical projects management - related to the development of new production units, implantations and software.
- Execution of KP1 Polska's sales plans within the range of precast concrete elements and structures. Prospection and maintenance of good relationships with clients. Preparing offers, cost-estimations for precast projects.
- Coordination of projects between the contractor, design office, manufacturing units, construction companies.
- Preliminary trade talks with potential suppliers for production tools.

Technical projects executed within this company:

- Exercise of factory production layout designs for a planned extension of manufacturing halls.
 - one project of this kind led to a modernization of an existing manufacturing hall increasing the production volumes by 40%,
 - a second project led to the execution of draft plans for a completely new production factory.
- Development of a software for managing prefabricated slab shippings
 - the slab data was imported directly from CAD software using Excel (with Visual Basic macros) and automatically generated sheets containing the slabs' position on the lorries ready for print (incl. the geometry of elements and cars load capacities).
 - this tool allowed the CAD designers to speed up their work 300% by automating the process and avoiding double checks.
- Execution of a new cost-estimation software tool for the sales team to speed up process of making offers.
 - this tool allowed the sales team to instantly (in a matter of seconds) produce draft drawings of precast concrete halls with already predefined optimal structural elements (beams, purlins, columns) and their estimated cost which allowed to produce fast and reliable sales support for making offers and supporting the negotiation process.
- Execution of technical specs vital for the purchase of technical equipment for the manufacturing units (steel moulds, tilting tables, concrete mixing plants, steel bending machines).
- Preparation of feasibility studies for production elements based on data gathered from factory, ext. contractors.
- Implementation of Nemetschek Allplan CAD software and new design procedures for the design department.
- Execution of work procedures in manufacturing units to implement CE (European safety) certificates and improve work security.
- Execution of marketing sheets and supplies for the company's new product catalogue, technical translations.

03.2006 -12.2007 **KP1 R&D**, Pujaut, FR 🇫🇷 – **Project Engineer**

- Managing technical projects (in-house) in the sub-department of **production processes and IT tools development**

Projects:

- Definition and introduction of a new line of concrete products (structural elements – beams, purlins) designed for the Polish market and with accordance to Polish civil engineering codes and norms.
- Implementation of Allplan-Engineering 3D CAD software for the design of precast concrete elements in the Polish design office + definition of key settings to align the output data with manufacturing tools.
- Conducting staff trainings in software operation and parameterization of design software in order to increase the efficiency of use.
- Development of a new toolbar (user interface) for Allplan in order to speed-up the design process.

08.2005 -02.2006 **KP1 France**, Pujaut, FR 🇫🇷 – **CAD Designer**

- Design of concrete slabs using AutoCAD, SmartSketch and software for logistics planning.

EDUCATION

03.2011 – 03.2012

Warsaw School of Economics (Szkoła Główna Handlowa) – Project Management

Postgraduate studies, 1-year. Project management – basics, methodologies, change management, risk & quality, team & stakeholder mgmt, planning and steering techniques (CPM, PERT, LOB, CC), project evaluation, financial controlling, PMO (p.m. office) and organization types.

10.2009 – 06.2010

Wyższa Szkoła Bankowa, Wrocław – Sales Management

Postgraduate studies, 1-year. Sales skills, negotiations, planning, team motivation techniques, etc.

10.1998 – 06.2005

Technical University of Gdańsk (Politechnika Gdańska) – Civil Engineering

faculty : technology and organization; specialization : precast concrete. Master's degree.

ADDITIONAL INFORMATIONS

Character traits : initiative, self-reliance, long-term planning abilities, high personal standards, flexibility, fast-learner.

Computer skills : Basic Linux, Windows 95 to 10, MS Office with VB.Net (additional macros and functions design).

Interests : new technologies (**Internet of Things**), computers, Argentine Tango
- organizer of the biggest tango dance event in Wrocław (www.tangomaraton.pl) since 2009.