

Summary

Senior business processes analyst, SAP MM Consultant, Training and Change Manager, Testing coordinator, IT Project Manager specialized in pre-implementation analysis projects. Support and development consultant for IT systems. Team leader with full scope of project positions. Entrepreneur, Grand Touring enthusiast and former Air Traffic Controller.

Skills

- Powerpoint Expert
- UML
- VBA
- SAP MM
- Excel Expert
- BPMN
- HPSM
- SCM
- Creative Design/ Design Thinking
- Sharepoint
- Great team member and leader
- ITIL

Experience



SAPport MK – Business transformation company

Business partner/ BPA/ SAP MM analyst/ Project Manager
November 2020 – now

- Business Process Analysis using UML and BPMN knowledge for SAPportMK clients within Polish public administration
- SAP analyst for improvement/ enhancement projects
- Project manager for SAP implementation project mainly focused on integration with external systems
- SAP MM consultant
 - 3rd line of support
 - Process analysis/ Data migration
 - Configuration/ Testing
 - Testing/ Trainings
 - Continuous improvement and learning on MM



Ministry of Finance

Data migration testing coordinator
April 2020 – July 2020

- Managed testing Data migration in areas of Logistics, Fixed Assets, Finance and HR between old and new ERP System
- Run over 400 test scenarios with manual testers
- Built a single-source database for test results and automated statistics



Accenture

Senior data analyst/ Business analyst/ Software engineer
April 2018 – June 2020

- Prepared, scheduled and run SAP trainings for several recruitment teams responsible for hiring people of Danubia region
- Prepared and negotiated contracts for Prague office of Czech Accenture
- Provided services for Accenture clients as data analyst, BPA, SAP analyst, SAP Training manager

Languages

Polish – native
English – fluent
German – basic
Russian – basic

Education

Bachelor's degree in Social Communication, 2016, Wrocław University

Master's degree in Finance and Accounting, 2018, Wyższa Szkoła Bankowa we Wrocławiu

Experience cd.



Novartis/ Alcon – IRIS Project

EMEA Training and communication manager

May 2018 – August 2019

- Successfully delivered 3 waves of SAP rollout project in 16 countries from Training perspective with no delays or major issues
- Managed multinational team of 16 country coordinators on their daily activities to perform the change on-site
- Worked with of-shore team to develop and improve the Training execution tracker based on PowerBI
- Prepared and maintained training plans for all the countries around 3 waves, containing over 150 classroom trainings, 300 online trainings and self-trainings with training materials
- Prepared and facilitated Train the Trainer sessions in all countries of EMEA on-site
- Designed and built the database for all Project teams to maintain all user's data such as Org design, positions, system roles, system accesses, positions, trainings. This shortened the Training Plans and Training Needs Analysis documents creation from 2 days to 2 hours. Helped also to simply generate documents necessary for security team to grant system accesses
- Created automated communication being sent to all the users with upcoming changes in their daily work routine with information on training plans, dates and rooms.
- **Providing services as Accenture employee*



State Treasury Management/ Municipal bus company

Pre-implementation business and process analyst

January 2018 – May 2018

- Analyzed business processes around organization and created graphic using BPMN
- Developed new processes matrix ready to be delivered together with SAP solutions using UML and ITIL
- Prepared feasibility study together with cost and time estimations
- Prepared Terms Of Reference for future provider
- Researched the market and support the client with selecting the right contractor

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Experience cd.



Municipality of Warsaw

Project Management Officer

April 2017 – December 2017

- Prepared and maintained all the Support and Development phase SAP project's documentation
- Scheduled and facilitated Steering Comities meetings
- Responsible for staffing developers, consultants and analysts
- Responsible for managing of project finances



Ministry of Justice

SAP MM Consultant (Support + Development)

March 2016 – April 2017

- Performed 3rd line of support for over 300 courts and over 9000 users around the country in SAP MM and Fixed Assets areas using HPSM (service manager software)
- Business needs analysis and processes improvement in areas of inventory and material management
- Creating new solutions from scratch (analysis/ design/ development/ testing/ implementation)
- Prepared training materials and performed trainings on using MM module and inventory management for 11 supreme courts around Poland



Polish Air Navigation Services Agency

Air Traffic Controller

January 2015 – December 2015

- Air Traffic Controller on duty for Zielona Gora and Lodz Tower Control

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Hobby

- Aviation enthusiast experienced in aviation photography and as an Air Traffic Controller
- Grand Touring – car travel company owner. Searching for the best driving road in the World with rare sport cars
- Photography and movie making especially travel and automotive