

Curriculum Vitae

I have a track record of over seven years of experience in IT, healthcare, business (SSC), logistics, and retail environments. Experienced with implementing the hospital software, analyzing business requirements, documenting key insights, and collaborating with cross-functional teams and stakeholders to drive successful project outcomes. I have developed strong problem-solving abilities and a results-driven approach with a focus on responsibility and ownership over a project. I feel committed to ongoing professional development as the Business Analyst or Project Manager.

2. Experience

12.2021 – 07.2023

IT BUSINESS ANALYST

Sii Poland sp. z o.o. – UK-based client

Responsibilities:

- Analyzed requirements for logistics, FMCG, retail, and EDI mid to large-size projects.
- Gathered and documented business, functional, non-functional, and integration requirements.
- Coordinated and identified the potential overlaps or risks in projects' requirements.
- Researched functionalities of the existing JDA WMS system.
- Communicated with architects, developers, and testers to ensure customer requirements were understood and quality solutions were agreed upon.
- Contributed to project deliverables, business processes, and solution enhancements.
- Conducted incident analysis (logistics and WMS).
- Facilitated meetings, workshops, and presentations for clients.
- Collaborated with cross-functional teams and managed stakeholders

Technologies:

- Agile, Waterfall, BPMN/UML, Jira, Azure DevOps, VBA, WMS, EDI (XML-based), AI

06.2018 – 12.2021

IT SUPPORT SPECIALIST (2 years) / EXCELLENCE SPECIALIST (1 year)

COLOPLAST BUSINESS CENTRE SP. Z O. O.

Responsibilities (as excellence specialist):

- Worked with SSC (Shared-Services Centre) operations requirements, IT and business reporting.
- Performed risk assessments to identify potential project risks.
- Collaborated with subject matter experts (SMEs), PowerBI experts, and process owners.
- Managed projects using Six Sigma, and Lean (VSM) methodologies.
- Conducted statistical analysis and utilized the DMAIC (Define, Measure, Analyze, Improve, Control) approach in Six Sigma projects.
- Facilitated workshops and delivered training to project stakeholders.
- Managed stakeholders and ensured effective communication and engagement.

Technologies:

- Six Sigma, BPM/RPA, Lean (VSM), VBA, Minitab

02.2014 – 05.2017

IT SUPPORT SPECIALIST (2 years) / IMPLEMENTATION LEAD (1 year)

ILARIO SP. Z O. O.

Responsibilities (as implementation lead):

- Worked with the requirements for HIS (Hospital Information System).
- Requirements gathering and delivery (functional/ non-functional/ hardware/ infrastructure).
- HIS systems implementation (including RIS, PACS, Pharmacy, LIS, and EHR modules).
- Creation of the development plan and delegation of tasks to ensure project progress.
- Handled system administration tasks including updates, database management, and roll-outs.
- Managed work within a small project team (up to 5 members) and trained new employees
- Resolved software and hardware issues reported by clients

Technologies:

- Linux, Windows server, Dicomm, SQL, HIS

3. Projects (last 3 as a Business Analyst)

Project & tasks description:

- Opening a new distribution centre on the Client's site to handle a full range of FMCG, general merchandise, and clothing products across multiple countries (approx. 250-500 stakeholders)
- Collaborated with cross-functional teams (e.g. accountants, customs, supply chain, IT, marketing, master data) to gather the business/functional/non-functional requirements

Technologies & skills:

- Azure DevOps, CPRE IREB approach

Project & tasks description:

- Introducing a small range of FMCG products to over 1000 stores in five countries.
- Collaborated with cross-functional teams e.g. planning, sales, allocation, store operations
- Took part in workshops and ensured the requirements delivery by suggesting the possible solutions/functionalities

Technologies & skills:

- Azure DevOps

Project & tasks description:

- Introducing a second sorting machine into the Client's distribution centre, along with additional functionalities and process optimizations (approx. 50 stakeholders affected)
- Focused on the WMS-related requirements to allow the second sorting machine implementation

Technologies & skills:

- AI-based assessments, Azure DevOps

4. Certifications

- PRINCE2 Foundation
- Six Sigma Green Belt
- ITIL Foundation
- IREB CPRE Foundation

5. Education

ZS Police, High School

High school education - military profile

2009 – 2012

6. Languages

- Polish - native
- English – fluent (C1-C2)

7. Interests

- Business Administration
- Composing and playing music
- Strength training, yoga and running
- Religions and cultures of the Middle East
- Sci-fi, fantasy and specialized literature