EDUCATION

2007 - 2012

Warsaw University of Technology, Faculty of Mechatronics,
specialization Photonics - engineering studies

WORK EXPERIENCE

01.2022 – currently
IT Specialist - SMC Industrial Automation Polska sp z. o.o.

- L1 and L2 support for users in whole SMC CEE group in cooperation with international IT Helpdesk Team,
- Managing virtual environment – Hyper-V, Microsoft 365
- Using AD, DHCP, Print Server in daily tasks,
- Using ticket systems in daily tasks – JIRA Service Management
- Provide support for terminal users - Citrix,
- Working with DeskCenter Management Studio,
- Managing VoIP phone system 3CX,
- Taking part in solving security tickets – Cortex XDR, Zero Trust Analytics Platform™,
- Maintaining daily backups for data/servers,
- Taking part in planning yearly IT budget for entire group,
- Ordering and configuring new equipment for people,
- Managing company's mobile phones and telecommunication agreements,
- Taking part in creating company IT polices, • XESAR access control system management
- Providing in-side trainings for new employees – security, polices etc.
- Writing some small Python programs for data analysis
- Updating and preparing IT documentation,

09.2019 – 12.2021
IT Trainer - Comarch S.A.

- MS Office applications

01.2017 – 08.2023
IT Specialist - Co Ty Na To Studio

- L1 and L2 support for clients
- distribution and user support of proprietary seed labelling software – METKA • DTP services for our clients

06.2015 – 12.2021
Senior IT Specialist – Institute of Plant Breeding and Acclimatization – National Research Institute in Radzików

- supporting system users in their daily work,
- handling office equipment (printers, scanners),
- support of Microsoft Windows XP, 7, 8, 8.1, 10 workstations running in the domain,
- support of Microsoft Windows Server 2008 R2, 2016, 2019,
- administration of services: Active Directory, Print Server, Hyper V, Group Policy,
- Administration of the UniFi wireless network system,
- operation of the Postfix e-mail server (Linux),
- basic operation of network equipment (Cisco switches),
- operation of the Bitdefender anti-virus system,
- updating the Institute's corporate website, the BIP page,
- maintenance and purchase of domains
- purchase of IT equipment and maintenance of its register,
- handling the Office for the Processing of Classified Information (ICT System Administrator)
- ensuring that IT procedures are complied with,
- planning the development of internal infrastructure

11.2012; 11.2013 - 03.2014
PSA FINANCE POLSKA Sp. z o.o. i BANQUE PSA FINANCE S.A.

- Clerk, controlling the dialer, correcting the bank's customer contact details in the database according to the requests sent.

COURSES AND SKILLS

Certificates

- DevOps Foundation® Certification August
- TIL® Foundation Certificate in IT Service Management
- Python from scratch
- EITCA The European Information Technologies Certification Academy Programme <u>Courses</u>
- Microsoft - Active Directory Services with Windows Server
- Microsoft - Fundamentals of a Windows Server Infrastructure
- Microsoft - Active Directory Services with Windows Server
- Microsoft - Automating Administration with PowerShell
- Microsoft 365 Fundamentals
- Microsoft 365 Messaging
- EITCA/IS Academy for Information Technology Security

- Python from scratch

- Huawei IT (storage and networking) Authorized Training – HCNA Storage

Foreign languages

- English – C1
- Basic German
- Basic Italian

Other practical skills

- Practical knowledge of MS Windows, MS Office, MS Windows Serwer 2008R2-2019 (experience in working with Active Directory, Print server, DHCP, DNS) software

- Good knowledge of HTML i CSS, CMS Wordpress,