

## Manager / Project Coordinator / IT

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **2 700 €**

Cena: **3 240 € bez DPH**

### Preferovaná pracovná pozícia

Manažér

IT analytik

Business Process Reengineering

IT Project Manager

### Preferovaná lokalita

Bratislavský kraj

### Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

### Zručnosti

Microsoft Office - Pokročilý

## Pracovné skúsenosti / Work experiences

01/2013 - present

### Administrative support

Zameranie spoločnosti:

*Education*

- » administrative support during projects
- » translation and language corrections of materials
- » "ad hoc" support regarding presentations and other activities

01/2020

### Advisory Business Transformation Specialist

Zameranie spoločnosti:

*Other information technology and computer services*

- » representative of GSC BT/IT Business Partner organization for EMEA region
- » analyzing and processing Business requests for system, application or process enhancements
- » project coordination, monitoring and controlling of task's fulfillment
- » responsibility for project lifecycle
- » collaboration and communication with Business users and IT engineers on daily basis to ensure accurate and timely request or project completion
- » reporting of ongoing project activities and open requests
- » facilitation of BMS with Business users and management

09/2019 - 11/2019

### Project coordinator

Zameranie spoločnosti:

*Other information technology and computer services*

- » analyzing and processing of client's requests
- » project coordination, monitoring and controlling of task's fulfillment
- » responsibility for project lifecycle

- » collaboration and communication with developers, testers and analysts
- » reporting of ongoing project activities

01/2019 - 08/2019

### **Business Analyst**

Zameranie spoločnosti:

*Non - life insurance*

- » managing strategic projects and methodical support of project management
- » analysis, optimization and documentation of processes and structures
- » analysis, documentation and communication of business requests to IT
- » Implementation of strategic corporate project and process management, including methodology, tools and training

11/2017 - 12/2018

### **Process Manager for IT Service Continuity Management**

Zameranie spoločnosti:

*Wholesale of pharmaceutical goods*

- » process management of Service Continuity Management activities
- » providing support to relevant teams involved in Service Continuity Management activities
- » creation, updating and reviewing of relevant documentation across all regions
- » reporting Service Continuity Management activities to management, reporting KPIs
- » participation on Projects related to Service Continuity Management, process improvement, process implementation

07/2015 - 07/2017

### **Supply chain operations specialist**

Zameranie spoločnosti:

*Other information technology and computer services*

- » contract administration
- » performing due diligence checks
- » support for Business partners as well as other team members
- » working on projects regarding process simplification
- » reporting to superiors as well as other teams, functions

- » working with various internal and external tools and databases
- » achieved Agile Explorer rank in AGILE practices

01/2014 - 06/2015

### **English teacher**

Zameranie spoločnosti:

#### *Education*

- » lecturing
- » administrative support for language school
- » leading of daily and weekly language summer camps
- » organization of schedules on weekly basis
- » communication with clients, searching, meeting and coordinating with existing and potential ones

## **Vzdelanie / Education**

09/2012 - 06/2014

### **Faculty of Social and Economic Sciences**

09/2006 - 06/2011

### **Bilingual High School**