

# JAKUB ZAJACZKOWSKI

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My name is Jacob.

I'm very good with all aspects of PC hardware including building PCs and servers from basic pieces plus managing and maintaining operating systems, mostly Windows platforms. I can prepare complete LAN networks from the ground up. I have extremely good manual skills and have an ability to learn things quickly together with great hunger for acquiring new knowledge.

## EDUCATION

In June 2006 I finished High School of Electronic and Information specializing in electronic, automation and robotics (A2 level).

In February 2007 I started to work as a computer engineer for Milmex sp z o.o. while studying IT in WSTI in Katowice. After one and half years I left study to focus on work where I continued to learn and polish my IT skills.

In October 2010 I began Business Education in ASBIRO. It was a one year course run by Kamil Cebulski. It's a program with all basic knowledge required to run a company and make it grow.

## MAIN SKILLS

### Software

- ✓ Windows platforms
- ✓ MS office (Excel, Word, Outlook)
- ✓ Libre office
- ✓ Basic knowledge of graphic programs
- ✓ Basic knowledge of HTML, CSS, JS, WordPress
- ✓ Software data recovery
- ✓ Data wiping
- ✓ Virtual Machines
- ✓ Installation of operation systems and all necessary drivers
- ✓ Monitoring and adjusting system and BIOS, overclocking

### Hardware

- ✓ Routers, modems and switches
- ✓ PC all kind of hardware (CPU, Motherboard, RAM, GPU, PSU etc.)
- ✓ Drillers, hammers, angle grinder and all kind of basic electric-hardware
- ✓ Moderate knowledge of electricity and electric lanes

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## **Other**

- ✓ Good team leader skills
- ✓ 'Can do' attitude
- ✓ Good ability to observe and draw conclusions
- ✓ Positive and polite personality
- ✓ I'm kind of handyman
- ✓ Innovation
- ✓ Passion
- ✓ Attention to details
- ✓ Proactive
- ✓ Strategic thinking
- ✓ Good organizational skills

## **Languages**

- ✓ Polish (native)
- ✓ English (fluent)

## **Career**

**Hein Daniels**

April 2017 - present

### **Quality Control Technician – night shifts**

My duties and responsibilities is to maintain perfect production standards for our customers. I put all efforts to make sure that quality of products, metal detections procedures, dates and labels, packaging are on top class level. I also test if level of chemicals and fruit solutions are on correct level. Being in close touch with production manager and team leaders I make sure that factory runs well and is preparing solid and high quality for consumers in all England.

### **Serious Sweet Company**

June 2015 March 2017

### **Assistant of Team Leader**

While leading team during rotate shifts pater I managed to increase daily productivity even by 25%. I was able to manage employees under my order to run smoothly and train them to master they abilities that was necessary in our company. I found many ways to adjust and increase production speed and percentage of efficiency of our machines used during production. Thanks to my leading and trainings same of team members were able to become permanent employees with contract.

### **All Jobs Done**

October 2012 February 2015

### **Self Employed**

I was running a computer service, focusing on hardware and networks, grocery store and newspaper shop. Personally I was focused on running the IT part of both companies and bookkeeping (VAT, Income Tax, calculations and payments) I have good knowledge of maintaining tax records and all paperwork for running

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a small company; including VAT calculations, costs, incomes etc.. My main duty was recalculation of invoices for the biggest medical surgery in Katowice (Poland) that National Health Service was paying based on a points system. I was taking care of all hardware and network requirements while managing the backing up of data. Finding, fixing and creating reports of work for directors of the clinic. During this time while I found and fixed old problem with database ignored and left by previous company that was causing surgery to be paid £6000 less each month.

**ASTRIM S.C. KAROL ŁAPIŃSKI, MARCIN LEPIARZ**

August 2011 September 2012

**IT specialist and cash registers serviceman**

During this vacancy my main duties was servicing computers and networks. I was building desktop computers and servers from parts.

I was making models and building networks in whole building, configuring it and WIFI, routers, eventually VPN. Mainly focused on commercial customers.

I was also programming and preparing cash registers (Polish rules of Income Tax and VAT tax force all retailers to use it with many restrictions) and I gave a training of usage to new customers. Additionally I was servicing cash registers (it has to be done every 2 years).

**Milmex sp z o.o.**

February 2007 February 2009

**Serviceman of computers and network**

Building and servicing Personal Computers and servers for companies. Building and managing networks. Finding problems and fixing hardware and all common errors with hardware and systems. Data restoring, data deletion.

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