

Michał Wojtas  
Zurich, Switzerland  
[michalwojtas.com](http://michalwojtas.com)  
[mw@michalwojtas.com](mailto:mw@michalwojtas.com)



## CURRICULUM VITAE

### EXPERIENCE :

#### 11.2016-01.2022 – **Styla – Senior Project Manager:**

- working with internal development teams and clients, mainly on API integrations and plugins, communication via email/phone/Slack/JIRA in English and German, maintaining product documentation (a CMS, a front-end and multiple microservices talking via APIs),
- managing feature development, attending sprint plannings and daily stand-ups,
- gathering user stories, bug reports, writing feature specs, setting up service instances, occasional front-end development, QA and UX tasks, internal and external product updates,
- supporting Customer Success and other teams in technical matters, pre-sales and service calls;

#### 03.2015-11.2016 – **Leanle – Co-founder/Co-owner/COO:**

- managing custom software development projects, mainly RoR and mobile (Android, iOS) apps,
- defining project scopes, creating UI prototypes, managing developers and designers,
- day-to-day management of company finance, legal, client relations;

#### 06.2013-02.2015 – **KIC InnoEnergy - Project Manager:**

- scoping websites and other apps developed for the company, creating UI prototypes,
- running design then development phases with subcontractors hired for the tasks,
- single point of contact for various issues related to the www, supporting users and marketing in tasks ranging from Google Sites through Analytics to CMS trainings;

#### 03.2012-05.2013 – **Hypermedia Isobar/Warsaw - Project Manager:**

- leading web development projects (mostly complex websites, Facebook apps) for various Procter&Gamble brands on local or regional markets,
- cooperation with: creative agencies, P&G employees around the world, in-house front-end and back-end developers, freelance developers, global hosting supplier,
- ensuring delivery of P&G corporate standards as well as budgets and deadlines,
- onboarding and trainings for Project Managers entering the company;

#### 01.2010-08.2011 – **MRM/McCann/Warsaw - Project Manager:**

- managing web-based projects from project scope until completion for local and European markets,
- product websites, online contests, display campaigns, multimedia presentations;

#### 05.2007-12.2009 - **apeiro.pl - Project Manager:**

- a small web agency in Cracow taking care of mostly local market clients;

#### 07.2003-4.2007 - **Onet.pl – Trainee/Forum Specialist/Sports News Writer:**

- Poland's biggest news/entertainment portal, several roles, started during my studies.

## EDUCATION:

- 2019 – **UX-PM Level 2** (UXalliance certificate),
- 2014 – **ITIL Foundation** (AXELOS certificate), **AgilePM Foundation** (APMG certificate),
- 2009 – **Certified Project Management Associate** (IPMA certificate, level D),
- 2009 – **Project Management** at Tischner European University in Cracow (Postgraduate),
- 2006 – **Journalism and Communication** at Jagiellonian University in Cracow (Master).

## SKILLS:

- languages: **Polish** - native, **English** - proficient (CAE certificate, grade A), **German** - proficient (Goethe-Zertifikat C1), **Spanish** - good (DELE B2 certificate), **French** – basic,
- various UI design and prototyping tools like: **Sketch**, **Axure RP**, **UXPin**,
- practical **HTML** and **CSS** use, basic **JS**, understanding of layouting and templating principles
- experience with several CMS, very wide **WordPress** experience (websites built from scratch),
- orientation in **technologies used in web development**: PHP, RoR, .NET, Objective-C, Java, data-bases, server infrastructure, DNS, bug tracking tools, and **software development lifecycle**,
- **Slack**, **JIRA**, **Confluence**, **Trello**, **Google Suite**, **MS tools**,
- **writing**: two non-fiction books published, specification, documentation, how-to's etc.

## WHAT I CAN DO FOR YOU:

- manage internal projects (product features), from planning until completion,
- collect user stories, bug reports, convert them into backlogs, take care of user experience,
- manage projects for your clients, including those based overseas,
- produce great web apps on time, efficiently and with a flatter pain curve,
- organize work for multinational teams, help them work efficiently, remove obstacles,
- take care of integrations with external API, plugin development,
- liaise between you and subcontractors based abroad,
- gather and distribute knowledge, convert brainstorming into prototypes,
- take care of some design, front-end development and testing tasks,
- write documentation for your APIs, user guides, specs for development projects.