

JAKUB SZUMIŃSKI



EXPERIENCE

OWNER

redPin sp. z o.o. | April 2024 - Present

Management, conducting business, representation of the company, financial oversight, risk management, communication with owners and clients of the company,
Creating an in-house marketing department, managing a team of marketing professionals, organising the work in Jira and planning development through S.M.A.R.T. Plans.
Content creation - Adobe, Affinity, Figma, Canva, Neuronwriter and more.

PRODUCT OWNER, RISK CONTROL SPECIALIST

UBS | Asset Management, Risk Control | January 2025 - Present

Cooperation with Business Stakeholders and IT Team on quarter sprints planning and prioritization. (Agile),
Cocreating and developing reports in PowerBI, Tableau and other tools to improve and develop Asset Management's PODs,
Representing PODs in meetings with other departments and businesses.
Updating statuses and taking care of my Team's good name.

BUSINESS ANALYST

UBS | Records Management | April 2023 - December 2024

Task management, creating views, flows, reports - Jira / SharePoint List.
Creating and publishing content - SharePoint Pages.
Content Creator - creating, managing and publishing training with UBS
Visual Identification (Brand) and UX/UI Best Practices - Articulate.
Creating documentation, processes, internal guidances.
Managing Informations on internal storage - MS Teams / DocWeb.
Maintenance of Assessment Tool and supporting Internal Employees with filling the assessment. (Records Management)

CONTENT AND SOCIAL MEDIA MANAGER

Cloudgarden sp. z o.o. | November 2021 - March 2024

Creating content for websites and social media channels - descriptions, posts, articles, posts, testimonials and more.
Maintaining and coordinating the marketing calendar with the client.
Creating individual advertising campaigns and adaptation of communication to the type of industry.
Management of social media profiles and pages.
Creating page plans, graphic designs, marketing materials in Adobe, Affinity, Canva, Figma and other programmes.

SEO SPECIALIST

Cloudgarden sp. z o.o. | November 2021 - March 2024

Integrating Google and SEO tools (Yoast, Rank Math, Semrush, Senuto) to create an audit of the current position of a given website (brand). Creating reports and competitive comparison.
Monthly consultations with the client to discuss current results and adjust the range of keywords.
Creating keyword bank based on industry characteristics.
Working with developers to improve website structure and alignment with SEO best practices.

PERSONAL DETAILS

Date of birth: 09.06.1994

Place of residence: Wrocław

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HiHello: [Contact Details](#)

WEBSITE



PERSONALITY TRAITS

Charisma and ability to manage a group
Easy to assimilate new issues
Good organisation of work
Ability to work under stress
Good at public speaking

HOBBY

Guitar and music
Sound engineering
Modern technology
Film

LINKEDIN



CHIEF MARKETING OFFICER

Cloudgarden sp. z o.o. | November 2021 - March 2024

Managing a team of marketing professionals, organising the work in Jira and planning development through S.M.A.R.T. Plans.
Creating an in-house marketing department, co-creating processes and integrating the department with other services offered by Cloudgarden.
Caring for the brand image and assisting with customer contact.

PORTFOLIO MANAGEMENT OFFICER (PMO)

Credit Suisse | June 2019 - October 2021

Managing the work of a team of specialists by planning project budgets while working closely with Project Managers.
Creating innovations within projects and the entire company department - excel files, macros, process changes and development of current solutions.
Coordination of meetings, team collaboration, task planning in Jira, creation and editing of allocations in OnePPM and Jira.

PROJECT ASSISTANT (PMO)

Hemmersbach | April 2018 - May 2019

Monitoring and management of the engineers team via Service Now and the company's internal ticketing system.
Project coordination - including data processing and analysis, invoicing, customer contact.
Improving the efficiency of the team through daily performance analysis.

EDUCATION

DEGREE: ENGINEER - FIELDS OF STUDY: MECHATRONICS

Wroclaw University of Technology | October 2013 - February 2017

Title of work: "Ultrasonic sensors in autonomous vehicles".

AREAS OF EXPERTISE

- Thinking out of the box and proactivity
- Creative problem solving and backlog management
- Risk and critical incident management
- Project and budget management
- Negotiations and consultations
- Tasks organisation and team management
- Providing trainings and presentations
- Team leadership
- Brainstorm sessions
- S.M.A.R.T. development planning
- Marketing Campaigns
- Creation of promotional videos and photos

PERSONAL SKILLS

FOREIGN LANGUAGES

English - Upper-Intermediate

COMPUTER SKILLS

MS Word, Power Point, Excel (VBA), Visio, Outlook - Intermediate Level

Jira, Confluence, Trello, OnePPM - Intermediate Level

Google Workspace - Intermediate Level

SEO positioning, Semrush, Semstorm,

Senuto, Ahrefs - Intermediate Level

Google tools (Analytics, Search Console) - Basic Level

Adobe, Affinity, Canva, Figma - Intermediate Level

Wordpress - Basic Level

Articulate - Intermediate Level