

Monika Zadłużna, PhD

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Introduction:

In my professional life so far, I was responsible for the implementation of IT projects, development and conducting of training. I have knowledge and I am still developing as part of its own business, consulting practice in the field of activities improving management processes, also in the Lean Six Sigma concept. 15 years of work in the energy sector in several different departments has resulted in extensive knowledge and practice in the field of management, economy, entrepreneurship and ethics.

Employer:

Oct. 2006 - Dec. 2021

ENERGA – OPERATOR SA Branch Kalisz

Experience:

Project Manager / Leading specialist for energy connections

Nov. 2020 – Dec. 2021

- ✓ Administrative and accounting support for the Connection Department as part of the posting.
- ✓ Accounting and verification of data in IT systems, in particular SID / AiES.
- ✓ Creating, maintaining and driving implementation projects (Successful implementation a change in the form of billing information provided to clients).
- ✓ Improving work with the Lean Six Sigma principles and methods use (Successful implementation of Kaizen philosophy).

Project Manager / Leading specialist for settlements and reporting

April 2019 - Oct. 2020

- ✓ Analysis of the performance TETRA indicator regarding (connections via radio receivers) - reduction of volatility. Control of the group's project work, reporting on the performance of the indicator, identification of critical points and a plan for their correction.
- ✓ Ensure that the projects team understands all aspects of the prime contract relating to their respective responsibilities, and demonstrate a thorough understanding of the prime contract checklist and organizational structure.
- ✓ Planning projects to improve the motivation of employees of the Network Work Department to perform project tasks more effectively.
- ✓ Statistical and holistic analysis of internal data and on its basis developing process improvement projects. Including projects aimed at environment protection.
- ✓ Creating sales orders for tariff and non-tariff services at Network Failures and Exploitation (polish AIES, SID) and Sap.
- ✓ Developing and conducting management training courses.

- ✓ Financial and accounting cooperation with CUW (Accounting Department) and external entities.
- ✓ Holistic man-hour analysis on individual distribution works.

Project Manager / Specialist for cooperation with accounting

April 2012 - March 2019

- ✓ Coordination of implementation and ongoing support for IT projects: Electronic
- ✓ Document Flow, Purchase Support in Sap.
- ✓ Full testing of software for the circulation of accounting documents.
- ✓ Analysis of the course of the project, analysis of the timeliness of its stages.
- ✓ Motivation of the project group to act effectively.
- ✓ Defect management.
- ✓ Budgeting.
- ✓ Risk assessment of system errors in the course of introducing IT projects.
- ✓ Representation of the company during conferences, congresses related to the energy sector and management.

Specialist for settlements and reporting

Oct. 2006 - March 2012

- ✓ Accounting and settlement cooperation for all departments of the company.
- ✓ Analysis of the correctness of billing processes.
- ✓ Coordination of implementation and ongoing support for IT projects: Document Circulation System.
- ✓ Planning and delegating project work.
- ✓ Control of design stages.
- ✓ Creating Quality Measures for cooperation with CUW.
- ✓ Preparation of data for information and reports from the Headquarters.

Successes in previous work for the ENERGA Group:

1. Statistical analysis of data - km driven due to reduced fuel consumption. Determination of correlation and regression indicators.
2. Representation of the ENERGA Group while defending the doctoral thesis titled "The role of intellectual capital in the management of energy sector company" Popularization of the ENERGA - 2017.
3. Statistical analysis of SAIDI - 2013.
4. Implementation IT projects that begin synergy between organizational units - SOD, Purchase Support at Sap - 2010, 2015.

Education:

- ✓ Post Graduate Lean Six Sigma Black Belt

Technical University in Gdansk, 2019 - 2020.

- ✓ Doctor, Economic Science in Discipline of Management

University of Economics in Poznan, graduation - Dec 2016

The title of the research project: "The role of the intellectual capital in the management of the energy sector company".

Publications:

- ✓ “LEMKA in the element of saving” - author's publication of a development book for children – Oct. 2022
- ✓ LEM (Lean Effective Management) CODE as the innovative use of intellectual capital 2021.
- ✓ 5S + B for more effective time management - 2021.
- ✓ Benchmarking of selected cities (social, economic, spatial zone) - 2021.
- ✓ Statistical analysis of the surveys to the project “Educational policy of Poznan city 2030” – 2020
- ✓ Lean management as Main Point of Supply the efficiency of energy sector enterprises – 2020.
- ✓ Co-author of the Research Report on the needs related to the internationalization of innovative technological solutions for the needs of the GLOBAL-Inno Stars instrument - 2018.
- ✓ Intellectual Capital and the Value of Enterprises (Energy Sector) - LinkedIn 2018.
- ✓ The Importance of Knowledge and Intellectual Capital in the organization - LinkedIn. 2018.
- ✓ Conferences, courses, trainings
- ✓ PYTHON programming – 2022.
- ✓ Course Agile Basic – 2021.
- ✓ Course Scrum Basic – 2021.
- ✓ Cert. Professional Coaching – EFS 2019.
- ✓ Course Cert. Prep. Project Management Professional (PMP) – 2018.
- ✓ Course Management Top Tips – 2018.
- ✓ Training in Project Management - 2018.

Skills:

- ✓ Analysis, development and quick search of reliable information, content.
- ✓ Statistical, holistic analysis.
- ✓ IT programs: MS Office (Word, Excel, Power Point, Sap, SOD (implementation), EOD (implementation), Statistica, MiniTab.
- ✓ Organization of events, trips, training (Solo trip – 1. Five States of the USA during 3 weeks 2. Four States of the USA as Moderna vaccinated VIII 2021).
- ✓ Preparation of training projects and their effective conduct.
- ✓ Driving license. B.

Languages:

- ✓ English: B2 Intermediate level. IELTS exam 5,5 Dec. 2021.
- ✓ German: A2 Communicative level.

Additional information

- ✓ April - Jul. 2020 I performed the add. function - Supporting the Helpline of National Health Fund.
- ✓ Deserving Blood Donor.