

WITOLD ARCISZEWSKI

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CAREER GOAL

A well organised, self motivated individual with excellent communication skills and the ability to work as part of a team or on my own. My multitask, adaptable and committed approach to any task ensures I am able to complete the task on time and to a high standard.

OCCUPATIONS

Industry

Information & Communication
Technology (10 years)

Occupation

Help Desk & IT Support
Networks & Systems Administration
Website administration
Web Development & Production
Telecommunications

CORE SKILLS

- Windows installation and administration (locally and remotely support)
- Hardware / software setup configuration
- MS Office, Adobe
- Creation in 3D SolidWorks
- AutoCad
- Base of Html, Css and Android Studio
- Internet and router installing (IP, DHCP, Firewalls)
- Website servers administration (Domains, DNS, FTP, Emails)
- System and software backups on cloud or local server
- Image and Picture editing, Photoshop
- Online payments for website Paypal / PayU
- Management of SMS database
- Video editions
- SEO Search engine optimization
- Google Webmaster tools, site maps
- Google AdWords and AdSense
- Google Analytics
- Facebooks ADS
- Social Media
- Mail Chimp email marketing
- Global Sourcing
- Fibers blowing using machines for streaming and piston type method
- Fiber optic networks FTTH, FTTB, FTTP
- Fiber splicing, tray, muff
- CMS Joomla, WordPress, Opencart etc. installing, administration, updating, plug-in, module

PROFESSIONAL ATTRIBUTES

- Multitasks
- Skilled
- Ability and Willingness to Learn
- Team Skills
- Customer Service
- Focus to details
- Time management
- Initiative
- Adaptability
- Problem-Solving Skills
- Loyalty
- Honesty
- Fast
- Working under pressure

WORK HISTORY

2018 - February AUCKLAND POLISH ASSOCIATION www.PoloniaAuckland.co.nz
Webmaster

- website designing
- website administrating
- updating online software
- handling online payments
- preparing graphics
- preparing Internet solutions that facilitate the functioning of the Polish community in Auckland

2013 - 2018 MAL-MET www.fibermachines.com
IT support, webmaster, Fiber optics technician,

- training of using fiber blowing cable machines
- fibers blowing machine testing
- fibers blowing troubleshooting
- fiber cable splicing
- creating tray and muff
- creating photos and video
- software installation and configuration
- network administration
- managing online advertising
- google search engine optimization
- managing AdWords campaign
- global sourcing
- computer hardware repairing
- server maintenance

2013 - 2017 TAX-FOUNDATION www.fundacjaskarbowosci.pl
Web designer , webmaster, SEO, IT technician

- website designing
- website administrating
- google search engine optimization
- graphic and video creation
- google analytics
- preparing online payments for website
- maintenance of office computers and networks
- backup data and software
- keeping server up to date
- remotely computer administration in Florida offices
- creating and running internet campaigns
- management of a SMS database
- software and hardware support

2009 - 2015 MEDIAWIT Touch screens solutions
IT manager

- work planning
- people management
- contact with the customer
- designing of multimedia terminals and totems preparing touch screens for computers with windows and android
- work planning
- management of office work
- hardware repairing
- html application for touch screens
- website designing
- multimedia creations

2004 – 2009 Berry Gardens Ltd. (ENGLAND) www.berrygardens.co.uk
IT manager

- work managing
- barcode printing
- software support
- hardware support
- quality control
- maintenance of mobile terminal scanners
- stock control
- staff training
- servicing specialist machines

EDUCATION

2003-2005 **MASTER'S DEGREE** in Computer Sciences
Recognised by New Zealand Qualifications Authority **level 9**

- Casimir the Great University, Bydgoszcz

1999-2003 **BACHELOR'S DEGREE** in Techniques Sciences
Recognised by New Zealand Qualifications Authority **level 7**

- Casimir the Great University, Bydgoszcz

1995-1999 **TECHNICIAN**
Recognised by New Zealand Qualifications Authority **level 4**

- Automotive technical school in Bydgoszcz Repair and maintenance cars

COURSES

2017 **GOOGLE SCHOLARSHIP** Base of Android programming

2016 **GOOGLE ADWORDS** internet marketing course

2016 **MEMBER OF FIBER OPTIC ASSOCIATION FOA** Optine school of fiber optic techniques

2015 **WEB PROGRAMMER DESIGNER** School of Computer Science, Bydgoszcz

**HOBBIES &
INTEREST
REFERENCES**

I am a very active person and enjoy cross-fit, gym, triathlon, kite-surfing, paragliding, snowboarding. I won several medals in the cross-country race with obstacles at a distance of 10k and 5k. I did my first, but not last half marathon.

I design websites, free of charge, for various charitable foundations. I also like metal working and repairing vintage cars and have designed and building automatic production machines and a three-wheeler cart for buggy kiting.

REFEREES

References available upon request