

MICHAŁ CHOŁAJCZYK

IT ANALYST & CYBERSECURITY PM

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PROFESSIONAL SUMMARY

IT Analyst and project coordination professional with experience across software delivery, SLA-driven IT operations, and regulated AML/KYC work. Skilled in translating business needs into structured requirements, acceptance criteria, decision logs, and delivery-ready documentation. Comfortable working across stakeholders, cross-functional teams, and external vendors while keeping scope, risks, quality, and handovers under control. Particularly interested in IT Analyst, Cybersecurity Project Coordinator, and delivery-focused roles where traceability, documentation quality, and risk awareness matter.

AREAS OF EXPERTISE

- **Business Analysis:** Requirements gathering, Business-to-technical translation, User stories, Acceptance criteria, Decision logs, Traceability, Documentation control
- **IT & Operations:** Scope control, Release planning, Release readiness, UAT coordination, Change control, Stakeholder communication, Vendor coordination, Handover to support
- **Risk & Operations:** Risk visibility and escalation, Audit trail discipline, SLA-oriented work, Incident awareness, Quality control, Post-release validation, Cross-team coordination
- **Tools:** Jira, Confluence, SharePoint, Azure DevOps Boards, Clarity PPM, Power BI, MS Office Suite, MS Project

WORK EXPERIENCE

Financial Data Analyst | PwC, | Hybrid, *Lublin*

12/2025 - present

- Support AML/KYC work through structured research, documentation review, quality controls, and early risk escalation in a regulated environment.
- Review customer and entity documentation against defined requirements, policy standards, and quality expectations.
- Perform research using internal tools and public sources while maintaining a clear audit trail of findings.
- Flag inconsistencies, escalate risk when needed, and work within deadline, control, and productivity expectations.
- Collaborate daily in English with cross-functional teams in a corporate environment where accuracy and documentation matter.

Project Coordination & Interior Design | P.W. GALUX, | Hybrid, *Lublin*

2020 – present

- Lead client projects end-to-end with structured documentation, approvals, vendor coordination, and execution quality control.
- Manage work from concept through documentation, revision handling, technical clarification, and final acceptance.
- Balance stakeholder expectations, budget constraints, and real-world feasibility across project stages.
- Verify execution quality and consistency before handoff and during delivery.

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Junior Project Manager | KC Studio, | Remote, *Lublin*

2021-2023

- Worked with the Product Owner and stakeholders to translate business goals into epics, user stories, and acceptance criteria.
- Planned releases, tracked scope changes, and maintained useful status updates and decision logs for stakeholders.
- Coordinated UAT, smoke checks, and release readiness while supporting KPI/SLA thinking and stable handover to support.
- Built strong habits around change control, incident awareness, documentation hygiene, and predictable delivery.
- Supported an IT Analyst / Cybersecurity Project Manager path through structured requirements work and traceable delivery coordination.

IT Technical Support Specialist | Exorigo Upos, | Office, *Lublin*

2020 - 2021

- Produced technical instructions and service procedures used by other teams.
- Worked to defined standards and SLAs with auditable documentation of actions and outcomes.
- Analyzed recurring incidents and suggested improvements to reduce downtime and operational friction.
- Built a strong foundation in support operations, incident analysis, and controlled technical work.

EDUCATION

B.Eng., Computer Science, Lublin University of Technology, Lublin

2021 - 2025

M.Sc., Computer Science – cybersecurity specialization, WSEI, Lublin (planned)

2026 - 2028

CERTIFICATIONS

Certified in Cybersecurity (CC) - ISC2

Professional Scrum Master I (PSM I) - Scrum.org

LANGUAGECERT International ESOL C1 Expert – LanguageCert

AWS Cloud Practitioner - Amazon Web Services

ADDITIONAL COURSES

CS50x: Introduction to Computer Science

UI/UX Design Essentials

Advanced Prototyping in Figma

Complete Web & Mobile Prototyping in Figma

LANGUAGES

English - C1

Polish - Native