

Amadeusz Szewczyk

EU Funds Expert
Project Manager



Personal info

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Summary

I have over 14 years of experience in project management, obtaining grants and settling projects co-financed by EU structural funds. I obtain funding and support micro, small and medium-sized enterprises in settling investment, research and development, export and consulting projects.

I provide services to companies from the Pomeranian Voivodeship as well as entities from all over Poland. During 14 years of work, I obtained funding and helped settle over 500 projects.

Key skills:

- ✓ proficiency in managing EU funds, including financial analysis and settlementsoper
- ✓ experience in strategic management and business growth strategies
- ✓ capability to lead and mentor team members, ensuring high-quality work and promoting professional growth (managed a team of up to 5 people)
- ✓ the ability to think outside the box, propose innovative ideas and apply creative solutions
- ✓ strong project and product management skills, including effective planning, organizing and coordinating tasks and resources
- ✓ solid understanding of programming fundamentals

Professional experience

05/2022 – present | *Projects Settlements Department Director* | Grantera

Company website: <https://grantera.pl>

- responsible for effectively coordinating the Project Settlements Department work
- supervise the accurate execution and settlement of projects, encompassing programs such as the Financial Perspective 2014-2020 / 2021-2027, the Operational Program Intelligent Development (POIR), Regional Operational Programs (RPO), Norwegian Funds, National Reconstruction Plan and REACT-EU
- actively resolve issues related to project execution and settlement, including the identification and implementation of effective corrective strategies
- participate in meetings with current clients to monitor project progress and build lasting relationships, as well as engaging in discussions with potential clients regarding new projects
- monitor the budgets of EU projects, including cost control, identification of deviations and preparation of financial reports
- improve procedures and processes related to project settlements to enhance efficiency and service quality
- regularly report the results of the European Union Project Settlements Department's activities to the company's management and EU authorities
- actively participate in the company's business development processes, including identifying new opportunities in the EU project market

07/2014 – present | *Business Owner* | Altea Consult – Professional EU Funds Advisory

Company website: <https://alteaconsult.eu>

- monitor and analyze the possibilities of obtaining funding from various sources of European Union funds, including programs such as the Financial Perspective 2014-2020 / 2021-2027, European Funds for Modern Economy, the Smart Growth Operational Program (POIR), Regional Operational Programs (ROP), Norwegian Funds, National Reconstruction Plan and REACT-EU
- actively search for, apply for and effectively secure financial resources, including preparing comprehensive funding applications, taking into account the latest regulations and guidelines
- settle completed projects, including maintaining comprehensive financial documentation, preparing reports and summaries, providing support during audits and inspections
- full project management during their execution, including coordinating project team activities, monitoring progress, budget management and resolving any issues that may arise

- provide professional advice and consultations to clients regarding project-related matters, including support in the application process for funding and project settlements
- optimize the management of project funding sources, including monitoring and controlling expenditures and adjusting strategies when necessary
- maintain active contact with business partners and EU institutions to establish collaboration and track funding opportunities

03/2017 – 03/2022 | CEO | FSL Consulting

Company website: <https://fslconsulting.eu>

- developed and implemented the company's development strategy, encompassing long-term plans and strategic objectives
- monitored opportunities to secure external funding, including analyzing available sources of financing and identifying favorable prospects
- prepared comprehensive grant applications for EU projects, comprising detailed business analyses, project budgets and action plans
- settled EU projects, including managing financial documentation, preparing reports and compliance with EU funding guidelines
- fully managed projects during their execution, including planning, overseeing the project schedule, resource allocation and ensuring adherence to project goals
- actively secured funding from various programs, such as the Financial Perspective 2014-2020, the Operational Program Intelligent Development (POIR), Regional Operational Programs (RPO) and Norwegian Funds
- streamlined processes related to acquiring and settling EU funds, including implementing efficient tools and procedures
- prepared reports for the management and oversight bodies, reporting on progress and results

01/2011 – 07/2014 | Senior EU Projects Settlements Specialist | Pomerania Development Agency Co.

Company website: <https://www.arp.gda.pl>

- diligently analyzed and settled EU projects related to IT solutions and exports, following EU funding requirements and the agency's policies
- managed and created the necessary financial documentation related to EU projects, including reports, summaries and reports
- closely monitored the budget of EU projects, controlled costs, identified any deviations and prepared appropriate reports and recommendations
- ensured compliance with EU and national regulations, including audits and inspections
- collaborated with the project team, including providing support and financial consultation
- provided consultations and support to project beneficiaries regarding settlement and financial aspects
- prepared regular reports and presentations for the agency's management and EU bodies

01/2010 – 12/2010 | EU Funds Specialist | Jędrzej Śniadecki Academy of Physical Education and Sport

Company website: <https://awf.gda.pl>

- analyzed project-related documentation, including contracts, schedules, budgets and other relevant documents
- monitored and managed the project's finances, including expense control, financial reporting and compliance with EU financial regulations
- prepared regular progress reports and final reports required by EU and national authorities
- ensured that all project stages, including proposal submissions, reporting and document submission, were carried out according to the project schedule
- maintained comprehensive project documentation, including contracts, reports, correspondence and other relevant documents

Education

10/2012 – 06/2013 | University of Szczecin

Project Management, Postgraduate degree

Courses and certificates

09/2023: Java SE: Programming I & II (by Oracle/Asseco Data Systems)
09/2023: Junior Frontend Developer (by Pomeranian START.IT)
12/2020: Scrum Master Certified (by VMEdU)
12/2020: Scrum Fundamentals Certified (by VMEdU)
12/2019: PHP Programming Basics (by infoShare Academy)
02/2019: Scrum Web Developer (by Scrum Institute)
01/2019: AgilePM® Foundation (by APMG)
07/2018: HTML5 Application Development Fundamentals (by Microsoft/WSB Merito Gdańsk)

Tech stack

Dev: HTML5, CSS3, JavaScript, TypeScript, React, PHP, Java, Python, REST API, Git/GitHub
DB: SQL, Firebase
Other: VSCode, PHP Storm, NetBeans, JIRA, Confluence, Redmine, Asana, Discord, MS Teams, Google Workspace
Work methodologies: SCRUM/Agile

Languages

English: B2
German: B1

Passions

sports (football, cycling, long-distance running), reading (non-fiction literature), traveling (USA, UAE)

I agree to the processing of personal data provided in this document for realizing the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).