

# ROMAN STEBNYTSKYI

## *IT Manager*

## *Procurement Manager*

### AREAS OF EXPERTISE

- Business analysis
- Financial control
- Managing crisis situations
- Risk Reduction/Mitigation
- Hardware Asset Management
- Purchase Coordination
- Customer Service
- Resource vendor management
- Project Delivery
- Helpdesk/Remote Support
- Process Documentation
- Standard Operating Procedures
- Product/Pricing Updates
- Technical Support
- Production Control

### - GOAL

**IT manager:** company coordination on the all stages of development.  
Builds and optimizes best-in-class IT infrastructures and operations: defining enterprise technology strategies/solutions, that reduce costs, improve efficiencies, support organizational goals and maximize technology investment.



### SUMMARY

Procurement management professional with over **5 years** of experience in achieving cost savings, enhancing system functionality and over **12 years** of experience in IT field. Track record of tackling and solving tough business and technical problems.

**Strong leader with demonstrated ability to work effectively with individuals at all levels and in all functional areas.**

### WORK EXPERIENCE

<i>July 2012 – Present</i>	<p style="text-align: center;"><b>IT Procurement Manager</b> <i>Head of one of the most effective departments of the company (according to an annual survey of all employees)</i></p> <ul style="list-style-type: none"><li>- Hardware department management in all locations.</li><li>- Preparation and control of departmental budgets (annual, quarterly and monthly).</li><li>- Conciliation cooperation with financial department.</li><li>- Representative functions on all levels.</li><li>- Inventory in all locations.</li><li>- Reserves and needs monitoring in all locations</li><li>- Negotiating with vendors, preparation and implementation of tenders.</li><li>- Organization and management of various sections of engineering.</li><li>- Administration of personnel functions, including recruiting, review and approval of job descriptions and salary classifications, and selection and placement of personnel.</li><li>- Management of IT inventory scans and auditing reports to provide assurance of program effectiveness and reports hardware and software metrics to management.</li></ul> <p><i>Among variety of duties is also worth to mention:</i></p> <ul style="list-style-type: none"><li>- <i>Take over Hardware Engineer's responsibilities during his absence</i></li><li>- <i>JIRA administration</i></li><li>- <i>Access control system administration</i></li><li>- <i>Video control system administration</i></li><li>- <i>Communication (mobile internet, cellular connection)</i></li></ul>	<b>Lohika LTD</b>
<i>June 2011 – July 2012</i>	<p style="text-align: center;"><b>Hardware Manager</b></p> <ul style="list-style-type: none"><li>- Hardware preparation per requests/for new employees.</li><li>- Managing budgets in affiliate offices (monitoring, analyzing needs and spends).</li><li>- Inventory in affiliate office.</li><li>- Hardware reserve management in affiliate office.</li><li>- Work with requests (workflow, comments, discussions etc.).</li><li>- Work with replacement plan in affiliate office (monitoring and preparing needed hardware).</li><li>- Consulting employees.</li><li>- Representative functions on TL meetings.</li><li>- Administration of electronic oscillator control system.</li></ul>	<b>Lohika</b>

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<i>October 2009 – August 2011</i>	<p align="center"><b>Hardware Manager, Lviv</b></p> <ul style="list-style-type: none"> <li>- Repair of broken hardware and purchasing of needed parts.</li> <li>- Preparation of hardware per requests and for new employees (+installation).</li> <li>- Assistance to Senior Hardware Engineer in the inventory process.</li> <li>- Acceptance and cleaning of hardware after employee termination.</li> <li>- Hardware reserve monitoring.</li> <li>- Search of needed hardware per requests.</li> <li>- Work with requests (workflow, comments, discussions etc.).</li> <li>- Help in managing budgets.</li> <li>- Take over part of the Senior Hardware Engineer responsibilities during his absence.</li> <li>- Consulting employees.</li> </ul>	<b>Lohika</b>
<i>May 2006 – September 2009</i>	<p align="center"><b>System Administrator, Lviv</b></p> <ul style="list-style-type: none"> <li>- Responsible for support for server related issues.</li> <li>- JIRA Administration</li> <li>- Implemented security policy and virus protection.</li> <li>- Administered change management related to server upgrades and software installation.</li> <li>- Prepared and maintained documentation of technologies, standards and procedures.</li> <li>- Domain administrator.</li> <li>- Network planning and realization.</li> <li>- User support.</li> </ul>	<b>Lohika</b>
<i>May 2007 – December 2007</i>	<p align="center"><b>System Administrator</b></p> <ul style="list-style-type: none"> <li>- Responsible for support for all server related issues.</li> <li>- Implementation of security policy and virus protection.</li> <li>- Administration of change management related to server upgrades and software installation.</li> <li>- Domain administrator.</li> <li>- Network support.</li> <li>- User support.</li> </ul>	<b>MAFCON</b>
<i>December 2002 – May 2006</i>	<p align="center"><b>QA Engineer, Lviv</b></p> <ul style="list-style-type: none"> <li>- Execute test plans and create test reports to describe program evaluation, testing, and correction.</li> <li>- Manual/automated software testing</li> <li>- Recommend design improvements or corrections to engineers throughout the development process.</li> <li>- Maintain effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes.</li> <li>- Monitor program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation.</li> <li>- Conduct compatibility tests with vendor-provided programs.</li> </ul>	<b>Lohika</b>
<b>2013 – 2014</b>	<p align="center"><b>Cooperation on the basis of consultation</b></p> <ul style="list-style-type: none"> <li>- Consulting on software licensing.</li> <li>- Help and coordination in collaboration with suppliers, vendors.</li> <li>- Network planning and realization.</li> <li>- Consulting on the issues of access control.</li> </ul>	<b>Blackthorn Vision</b>

### **MEMBERSHIP**

<i>1993 – Present (over 20 years)</i>	<b>Scout leader</b>	<b>Plast - National Scouting Organization of Ukraine</b>
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### LANGUAGES

*Ukrainian* – Native  
*English* – Upper-Intermediate  
*Polish* – Fluent  
*Russian* - Fluent

### KEY SKILLS AND COMPETENCIES

Linux	Android	Microsoft Products	Confluence	Windows
JIRA	Unix	JavaScript	HTML	MySQL
Project Management	Purchase Management	Accounting	Creative Solutions	Process Optimization

### ACADEMIC QUALIFICATIONS

2002 – 2007	<b>Computer Engineering,</b> Master's degree
<b>Lviv Polytechnic National University</b>	

### PERSONAL SKILLS

- *Leadership skills*
- *Organized*
- *Decision making*
- *People-oriented*
- *Innovative*
- *Motivated*
- *Optimistic*
- *Patient*
- *Calm*

### PERSONAL DETAILS

*Phone* +380503731551  
*E-mail* stebnrv@gmail.com  
*IM* stebnrv (Skype)  
*Birthday* October 16, 1985  
*Marital Status* Married  
*Driving license* Yes  
*Nationality* Ukrainian