

ANDREI SHUMKO

Project Manager | Team Leadership | AI Adoption

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PROFESSIONAL SUMMARY

Project Manager with contributions across 40+ projects spanning digital products, CRM systems and business automation. Leads cross-functional teams, scope, budgets, timelines and client communication. Product-minded and hands-on: clarify the business problem, validate a solution and help the team deliver it. An early AI adopter who turned practical experiments into repeatable workflows used by 50 project managers.

CURRENT ROLE & RECENT EXPERIENCE

RapidDev

Oct 2025 - Present / CURRENT

Project Manager

- Manage eight concurrent client projects and internal initiatives, with teams averaging four people. Own delivery, budgets and timelines, reporting to the PM Lead. Typical project budgets: \$25,000-50,000; largest project: over \$100,000.
- Contributed to 30+ projects as lead PM, covering PM or consultant, including eight completed engagements; other projects remain in development or on retainers.
- Delivered a recent client project on schedule in one month, using AI-assisted workflows and approximately 60% of the planned budget.
- Negotiate scope changes and realistic delivery plans with clients. Secured agreement on an extended timeline and increased budget by explaining development complexity. Continue post-launch client delivery through retainer engagements.
- Introduced an AI prototyping workflow adopted by 50 PMs. Reduced typical elapsed time from initial client request to interactive prototype from approximately two weeks to 24 hours.
- Selected tools, built templates and custom skills, configured integrations and trained colleagues to run the process independently. Enabled useful client feedback before formal discovery and development.
- Since December 2025, lead AI initiatives and practical 60-90-minute training sessions, generally every two weeks. Build workflows for proposals, scoping, risk analysis and client communication, including an email agent that flags potential escalations for PM review.

Competence School

Jun 2026 - Present

Mentor

- Mentor at AI adoption events, supporting approximately 100 participants to date. Prepare presentations and practical materials, deliver talks and help technical and non-technical audiences apply AI to business challenges.

Independent AI Consulting

Project-based

AI adoption consulting

- Advise businesses on practical AI adoption, identify automation opportunities and train teams to implement and maintain workflows independently, with measurable operational improvements.
- Built a continuously operating job-advertisement agent: increased daily publications from approximately 20 to 300+, with editing, management and shutdown controls. The operator now monitors and corrects the system.

ITPM Community

Jun 2023 - Nov 2025

IT Project Mentor / Team Coordinator

- Helped 30 aspiring IT professionals launch their first team projects, from idea and goals to task planning and delivery. Supported teamwork, Jira, Confluence, workshops and practical feedback.

EARLIER PROJECT & BUSINESS EXPERIENCE

SOFTSWISS Product Operations Specialist - Handled 50+ support tickets daily, client communication in English and technical escalations. Supported account, verification, payment-related and platform-usage workflows.	Oct 2024 - Oct 2025
Worklife Polska Sp. z o.o. Project Manager Led an eight-person IT team building CRM systems and automating workflows across HR, sales and recruitment. Automation cut candidate-processing time by 50%; improved cross-department collaboration.	Sep 2023 - Aug 2024
Crafton Business Development Manager Worked with a team on banking systems and supporting infrastructure for a major Polish bank. Helped align business requirements and user experience with system delivery; client details are confidential.	Jul 2023 - Oct 2023 / Part-time
Self-employed Digital Project Manager Led a four-person team delivering websites, automation tools and chatbots. Managed projects from idea to delivery, including UX/UI, basic SEO and digital tool setup with Figma, Webflow and CRM systems.	May 2022 - Sep 2023
Jara Marketing Sales Business Development Manager Managed sales for 5+ key clients in marketing and digital services: needs discovery, service presentations, CRM, negotiations, billing and product coordination.	Aug 2021 - Jul 2022
Yandex Go Fraud Prevention Specialist Supported corporate compliance, documentation and operational integrity in a remote role in Belarus.	May 2021 - Aug 2021
WikiLink Team Lead Led sales-team recruitment, training and KPI management. Developed strategies acquiring 200+ new clients per month.	May 2018 - Apr 2021

CORE SKILLS & TOOLS

Delivery: Agile, Scrum, Kanban, Waterfall, SDLC, requirements discovery, roadmaps, backlogs, sprint planning, scope and budget control, risk management, stakeholder communication.

People: Cross-functional coordination, workload planning, mentoring, workshops, practical feedback, onboarding and team enablement.

Tools: Jira, Confluence, Figma, Miro, Notion, Google Workspace, Slack, Trello, Asana, ClickUp. Codex, Claude, AI agents, custom skills, plugins, MCP integrations and API automation.

EDUCATION & LANGUAGES

Master's Degree in Service Design Management | CDV, Poznan, Poland
User-centered service delivery, design thinking, process optimization and cross-functional collaboration.

English B2 (daily client communication) | Polish B2 | Russian and Belarusian - Native

SELECTED PROJECTS & IMPLEMENTATION DETAILS

Andrei Shumko | Project Manager | Selected delivery and implementation experience

PROJECT MANAGEMENT, OWNERSHIP & DELIVERY

RapidDev: Project Manager since October 2025; AI initiatives since December 2025, without a change of official title. Independently owns scope, delivery, budgets, timelines and client communication, reporting to the PM Lead. Manages eight concurrent client projects and internal initiatives, with teams averaging four people. Typical budgets: USD 25,000-50,000; largest above USD 100,000. Contributions to 30+ projects include lead-PM, covering-PM and consulting work; eight are completed. Engagements include ad hoc delivery and retainers.

Selected delivery result: Delivered a recent client project on schedule in one month, using AI-assisted workflows and approximately 60% of the planned budget. **Scope and expectations:** Discussed requirement changes and implementation options directly with clients. Renegotiated an unrealistic deadline by explaining development complexity and proposing a feasible plan, securing agreement on a longer timeline and increased budget. Maintains post-launch client relationships through retainer delivery and support.

CROSS-FUNCTIONAL LEADERSHIP & BUSINESS SYSTEMS

Ent Group: As Project Manager, led six people to deliver a CRM for 400+ employees; process automation reduced manual workload by 40%, and the MVP was delivered in three months. **Worklife Polska Sp. z o.o. (Project Manager, Sep 2023 - Aug 2024):** Led an eight-person IT team building CRM systems and automating HR, sales and recruitment workflows. Automation reduced candidate-processing time by 50%. **Three Coin Exchange:** As Project Manager, managed three engineers and a designer across exchange software and ATM infrastructure, technical planning, KYC/AML, QA and rollout. Ent Group and Three Coin Exchange were side engagements carried out in parallel with employment at SOFTSWISS (Oct 2024 - Oct 2025); exact project start and end dates are not specified.

INITIATIVE, PRODUCT THINKING & AI IMPLEMENTATION

RapidDev: Identified a prototyping bottleneck, selected tools, created templates and custom skills, configured integrations and trained 50 PMs to work independently. Typical request-to-prototype turnaround moved from approximately two weeks, including handoffs, to 24 hours. This measures elapsed delivery time, not individual labor. A CRM prototype accepted at kickoff became a development baseline, not a completed production application. Builds proposal, scoping, risk and upsell workflows; an email agent uses project context to flag potential escalations for PM review.

CONSULTING, AUTOMATION & KNOWLEDGE TRANSFER

Independent AI consulting: Advise businesses on AI adoption, identify practical automation opportunities, implement workflows and train teams to continue independently. Measurable results include a continuously operating job-advertisement agent that increased publications from approximately 20 to 300+ per day across websites. Added editing, management and shutdown controls for operator supervision; the metric counts publications, not necessarily unique vacancies. **Self-employed (Digital Project Manager, May 2022 - Sep 2023):** Founded and led a four-person team delivering websites, automation tools and chatbots, combining client delivery with operational ownership.

PEOPLE DEVELOPMENT, MENTORING & ENABLEMENT

RapidDev: Practical 60-90-minute individual and team sessions, generally every two weeks since December 2025, supported by presentations, instructions and reusable templates. **Competence School (Mentor, Jun 2026 - Present):** Mentor at AI adoption events, supporting approximately 100 participants to date through presentations, practical materials and business-case discussions for technical and non-technical audiences. **ITPM Community (IT Project Mentor / Team Coordinator, Jun 2023 - Nov 2025):** Helped 30 aspiring IT professionals launch their first team projects; supported goals, planning, delivery, Jira, Confluence, documentation, workshops and feedback.

COMMERCIAL, CUSTOMER & REGULATED-ENVIRONMENT EXPERIENCE

Crafton (Business Development Manager, Jul - Oct 2023): Worked with a team on banking systems and supporting infrastructure for a major Polish bank; helped align business requirements, user experience and delivery. Client identity is confidential. **Jara Marketing (Sales Business Development Manager, Aug 2021 - Jul 2022):** Sales for 5+ key clients, CRM, negotiations and billing. **WikiLink (Team Lead, May 2018 - Apr 2021):** Recruitment, training and KPIs; strategies acquiring 200+ clients monthly. **SOFTSWISS (Product Operations Specialist, Oct 2024 - Oct 2025):** 50+ daily tickets, English client communication, technical escalations, account, verification and payment-related workflows. **Yandex Go (Fraud Prevention Specialist, May - Aug 2021):** Compliance and documentation.

METHODS, TOOLS & COMMUNICATION

Agile, Scrum, Kanban, Waterfall; software development lifecycle (SDLC), requirements, roadmaps, backlogs, sprint planning, retrospectives, budget and risk control, KPI reporting, workload planning and stakeholder coordination. Codex, Claude, agents, custom skills, plugins, Model Context Protocol (MCP), API automation and Figma MCP. Jira, Confluence, Figma, Miro, Notion, Trello, Asana, ClickUp, Google Workspace, Slack, Discord, Telegram and Webflow; basic GitHub/GitLab knowledge. English B2 with daily client communication; Polish B2; native Russian and Belarusian. Master's degree in Service Design Management, CDV, Poznan.