Viktória Moros

Slovakia

Education

Ing., PhD. et PhD.,

Business Economics and Management, Economic University in Bratislava

Languages

English - Fluent

Slovak - Fluent

Spanish - Basic

German - Basic

Profile

I have 9 years' experience with project management and administration and 13,5-years' experience with office management and support.

Key skills

- responsible
- good communication skills
- flexible
- self-active
- working in environment with stress
- analytical thinking
- statistical skills
- presentation skills
- abilities for learning in short term

Key courses and training

PMP certified (2025)
PRINCE 2 certified (2018)
People Management & Lead Academy (IBM)

Work experience

Project manager
IBM, Slovakia | Jan 2025 - Present

Leading IBM team to maintain, enhance and further develop reporting solution for the client. Acting as a scrum master responsible for the task tracking, budget spending and supporting the client with communication and alignment with external partner.

Project manager
IBM, Slovakia | Mar 2024 - Present

Leading IBM team enhancing beneficiary's digital solution with climate data and AI + computer vision to analyse satellite imagery. Facilitating meetings internally and externally, handling project documentation, communication and negotiation with grantee's representatives, leading and supporting design and technical team to implement agreed solution in timely manner.

Business Academic Relations Representative
IBM, Slovakia | Mar 2024 - Present

Active collaboration with universities in Košice, Banská Bystrica, Nitra and Bratislava to strengthen industry-academia partnerships through organizing workshops, academies, and student-focused events. Delivering guest lectures and contributing to branding initiatives aimed at enhancing organizational visibility in the educational sector.

Coordination of the AmCham's **Skills for Success** subject in Košice for six years, ensuring effective communication with trainers and maintaining high-quality program delivery.

Building and nurturing a strong community of professionals passionate about educational and training activities, fostering knowledge sharing and continuous development in & outside of IBM Slovakia.

PMO lead and SPOC for Kosice

IT company, Slovakia | Jan 2013 – May 2021

Leader of PMO team in CIC Slovakia responsibilities:
- coordination, organizing and controlling of the PMO tasks within the team
- evaluation and skill development of the team
- people management
SPOC for Kosice office:
- responsible for back-office management
- responsible for DS&P activities based on IBM and client's requirements
- organization of team events
- coach for newcomers in Kosice office
PMO responsibilities:
- junior project management support for project managers
- project management activities – project registration, documentation and data collection, ensure to have all approvals in place on time, ensure all DS&P requirements on the project are met, communication with project PMOs within CIC CEE on issue resolution, regular claim check of resources on projects and subcontractor work management, on/off-boarding of the resources
- issue resolution - SPOC – facilitator of communication between client – resources – management, IT and logistic issues and additional requirements, R&CM/PSP issues – rotations, additional resources, etc.
- billings - ICA financial monitoring & issue solving, solve inconsistency between customer and GDC financial data, prepare billing requests & ensuring their billing to project

Consultant & Assistant of project manager

IT company, Slovakia | Aug 2012 - Dec 2012

My responsibilities as consultant:
• Customer care specialist, consultant for on-line marketing and management solutions
• Complete support for customers, participating on customer's projects development and implementation
• Lector of specialized CMS and managerial system
• Technical support and installation for Tiss's applications, work with database program MySQL, work in CSS and PHP language
My responsibilities as Project manager assistant:

• Complete support of manager's activities, preparing of documentation for meetings and presentations, evidence of costs, support for human resources managing activities
• Responsible for implementation of costumer orientated projects and preparing of documentation for clients education
• Lector of specialized CMS system, preparing of documentation for education and presentation
• Technical support and installation of cash registers ELCOM, installation and support for EasyMaker's applications, work with database program MySQL

Site Assistant
IT company, Slovakia | Mar 2011 - Jul 2012

• Complete support for office manager's work, preparing documentation for business meetings and presentations
• Responsible for evidence and reporting of working hours, holidays and other stuff necessary for preparing salaries
• Managing business trips for employees, preparing documents for refunds of business trip costs, responsible for preparing travel approval forms and their evidence
• Participating on benefit system creating and implementation, responsible for company benefits for employees
• Complete support for human resources, preparing documents and acknowledgements, operational problem solving, managing company health care service
• Evidence of documentation, preparing records for accountants
• Managing and scheduling language and other courses for employees
• Communication with suppliers