Mateusz Adam Kacperski

Aspiring Cyber Security Professional

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I'm detail-oriented, good at following rules, and stay calm and respectful under pressure. I care about protecting people and supporting company goals through ethical behavior. I'm interested in cybersecurity because I want to stop unauthorized access, spot threats early, and respond quickly. I also value following security rules, staying calm in crises, and making security and tech easy to understand for everyone.

Training and Certifications

- **Google Cybersecurity Professional Certificate (2024–2025)**: Includes Linux, MySQL, and Python hands-on labs.

- **MetaCompliance**: Guide to Effective Meetings

- **Access Coins ERP**: all-in-one, construction-specific ERP system

Professional Experience

Key Group, UK Wakefield   Feb 2025 — Present

(IT Technician)

Managed IT infrastructure and support across virtualized, cloud, and on-prem environments. My responsibilities included deploying and maintaining Linux and Windows servers, configuring firewalls, monitoring networks, and managing domains. I also handled ERP systems, remote support tools, automation, and documentation to streamline operations and enhance system reliability.:

- Configuring static IP addresses and integrating Linux systems into Windows-based domain environments
- pfSense CE Firewall/Routing configuration (rules, ports, protocols, static routing, DHCP, gateways)
- SNMP monitoring integration for firewalls, servers, and websites
- VPN setup and configuration
- Switch management, temperature monitoring, and alert systems using Home Assistant and IFTTT
- Cable management and network hardware organization
- Experience with network monitoring tools (Uptime Kuma, Zabbix)
- VM creation and configuration using VMware and Hyper-V
- Setup and management of Linux and Windows Server VMs
- Experience running Docker containers for services (e.g., Uptime Kuma)
- Kali Linux deployment on encrypted LVM inside Hyper-V sandbox environment
- SyncThing setup for file server synchronization (on-prem to cloud)
- Microsoft Sandbox environment usage for secure software testing

- Active Directory Admin and device management
- M365 Admin Center (user roles, licenses, mailbox configuration)
- Remote Desktop Configuration (RDC) for server access
- ScreenConnect usage for remote device management
- Windows Service configuration for SyncThing background sync tasks
- OpenVPN, IPsec IKEv2, site-to-site implementation for secure remote access
- Password management using LastPass
- Isolated sandbox environments for testing potentially harmful software
- Firewalls (Sophos, pfSense)
- COINS ERP administration and documentation (Pop Apps, expenses system setup, approval groups)
- Jira service desk/ticketing system
- Experience with documenting IT processes and creating user-friendly how-to guides and "solution cards"
- Microsoft Teams webhook integration for automated monitoring alerts
- Use of Bluetooth host machines via VirtualBox for sensor integration
- Troubleshooting & Support diagnosing and resolving hardware issues (monitors, laptops, network equipment)
- Supporting end users remotely via remote access tools
- Pilot user setup and feedback handling for new system rollouts

Niftylift Ltd, UK Barnsley   **Oct 2023 — Feb 2025**
(Trainee Section Manager / System Analyst)

Implementation and maintenance of live site system and analysis, owner of the side Microsoft SharePoint and data collection strategy, responsible for maintenance of IT System and troubleshooting tasks for various devices, including PCs, laptops, phones, and tablets. Serve as the primary contact between the Hoyland site and the HQ IT Department. Provide day to day management of specified production areas of the Niftylift Hoyland facility. To manage defined production areas, through equality of structured and agreed standards, as a management team of Production Section managers within the operations business:

- Setting up laptops, desktops, monitors, printers, and docking stations
- Troubleshooting PCs, laptops, tablets, and phones
- Using Windows 10 & 11
- Managing clocking in/out system and inventory in ERP Visual
- SharePoint admin (pages, lists, permissions, access control)
- Microsoft 365: Outlook, Teams, PowerPoint, Word, Visio, Loops
- Advanced Excel: dashboards, pivot tables, formulas, Power Query
- Reviewing and summarizing voice notes
- Writing procedures, how-to guides, Toolbox Talks
- Creating and updating Skill Matrix and training records

- Keeping KPI and IT issue logs accurate for weekly management meetings
- Delivering Toolbox Talks to 50+ people every week
- Delivering training to non-technical staff
- Communicating with all levels, including senior managers
- Leading meetings (Stakeholder Board, Maning meeting, Sunrise meeting)
- Replacing physical boards with digital screens (HDMI, power, network, BI Qlik)
- Main contact with head office IT team
- Following escalation procedures and employee handbook
- Working independently and in a team
- Promoted 3 times in 5 years
- Learning cybersecurity at home
- VM Kali Linux, Ubuntu, Microsoft server at home
- Building and managing websites (WordPress)
- Always improving skills outside working hours