

Michael S. Kapuscinski, PMP, CSM

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Contract Manager (MA 3), Washington Department of Health - PHOCIS, December 2020 - Present

- Coordinate contract-related decisions, change management, version control, conversations, and activities between inter-departmental, inter-agency teams under tight, mission critical timelines.
- Stewardship of various public funding sources such as Federal, Grant and Bonds ensuring careful responsible use of monies.
- Tracking contract performance and ensuring potential issues are seen and addressed in a proactive way.
- Highly fluid, critical COVID response environment emphasizes rapid learning, resilience, and composure in the face of change.

Project Manager/CAD Designer, Frontier Door and Cabinet, October 2015 - March 2020

- Developed and refined project processes, standard operating procedures, and templates to increase engineering and field teams' quality, accuracy, and throughput.
- Spearheaded efforts to increase detail and clarity in project plans, streamlining workflows to dramatically reduce errors and rework.
- Engaged in self-lead learning efforts to increase expertise with project software suite and facilitated training meetings to share gained knowledge freely across the organization.
- Managed stakeholder relationships and developed teams to build support and understanding of scopes while developing customer relationships to promote long-term partnerships.
- Managed and controlled schedule, contracts, and budgets for multiple simultaneous projects using a PIM system to track deadlines and milestones.
- Leveraged excellent interpersonal and interdisciplinary communication to ensure information flow, capture and execute changes and reduce material and time waste.
- Field work included verification and quality checks, delivery supervision, and rapid response to emergencies and problems on work sites.

Receiving Lead, Abodian, February 2015 - October 2015

- Oversaw receiving department in a 20-person cabinetry shop.
- Coordinated with purchasing and production managers to ensure a timely workflow and maintain minimum inventory of stock hardware and sheet goods, reducing waste and storage overhead.
- Collaborate with team mates to coordinate daily and weekly schedules and reduce machine idle time by 20%.

Waterjet Operator, Hydroslice Aerospace, December 2013 - February 2015

- Oversaw setup, operation, and maintenance of OMAX waterjet workstations.
- Designed parts and programs using CAD layout programs emphasizing efficiency to reduce overall costs.
- Quality control of finished products.

Cabinetry Engineering Lead/Project Manager, Northwest Custom Interiors, Feb. 2013-Nov.2013

- Facilitate integration of new CNC machinery, design software and processes into the workflow of a high end, highly custom cabinetry shop.
- Developed and implemented drafting and documentation standards to increase efficiency, clarity and unify design language.

Education and Certifications:

ITT Technical Institute, Seattle, WA. Graduated with Honors, March 2011 3.6 GPA
Associate of Applied Science, Computer-aided Drafting and Design

Project Management Professional, PMP June 27, 2020 Project Management Institute
Certified Scrum Master, CSM October 12, 2020 Scrum Alliance

Volunteer and Hobby:

4 Corners Brewfest, Shoreline, WA. 2015-2020

Board member on the planning committee for a neighborhood not-for-profit brewfest. Attendance by 15-20 local brewers with an emphasis on new brewers draws about 500 beer enthusiasts annually.

PAX Enforcer, Penny Arcade Expo since 2013

Expo Hall Staff for annual PAX West convention. Emphasis on exhibitor support for assigned exhibitors, ensuring attendees have an amazing and memorable experience, conflict resolution and crisis response.