

GYORGYI CICAS

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STRATEGIC EXECUTIVE ASSISTANT & BUSINESS PARTNER

Results-driven and highly organized professional with over 10 years of experience in project management, process optimization, and team leadership in global corporations such as Procter & Gamble and The LEGO Group. Certified Productivity and Agile Coach, skilled in enhancing executive effectiveness, automating workflows, and managing complex projects. Proven ability to act as a strategic partner to executives, streamline operations, and drive business success in remote and hybrid environments.

KEY SKILLS

Executive Support & Productivity

Strategic Planning, Calendar & Inbox Management, Travel Coordination, Reporting & Presentations, Productivity Coaching, Stakeholder Relations

Project & Operations Management

Agile & Scrum, Waterfall Project Management, Process Optimization, Budget & Resource Management, Digital Transformation

Technical Proficiency

Google Workspace, Microsoft Office 365 (Teams, SharePoint, Power Automate, Power BI), ERP Systems (MS Dynamics 365 F&O, AX2012)

Communication & Leadership

Virtual Team Leadership, Training & Development, Cross-Functional Collaboration, Fluent English (C1), Certified TEFL

PROFESSIONAL EXPERIENCE

Mageba Group | 2023 – 2024: Group Digitalization Project Manager

- Partnered with senior leaders to manage digital transformation projects that streamlined workflows and reduced manual work
- Implemented solutions using Power Automate and SharePoint to enhance productivity and executive decision-making
- Achievement: Reduced processing time for budget approvals by 60%

Mageba Group | 2018 – 2023: ERP & Team Coordinator

- Led a multinational virtual team in implementing 42 system improvements
- Created training materials and ensured smooth adoption of ERP modules and digital tools
- Owned the successful data migration for two ERP modules, personally preparing, uploading, and validating all data to ensure a seamless go-live

LEGO Manufacturing Kft. | 2014 – 2016: Senior Production Manager

- Managed a department of 200+ employees with 13 direct reports
- Improved team performance, training, and motivation across operations
- Achievement: Cut customer claims by 67%, saved €90,000 annually on material costs

Procter & Gamble | 2006 – 2014: Project Manager & Regional Capital Systems Manager

- Delivered complex projects exceeding \$2.5M in budget across cross-functional teams
- Oversaw a \$50M regional capital investment portfolio, meeting KPI targets consistently
- Delivered projects within $\pm 2\%$ of the forecast annually

EDUCATION & CERTIFICATIONS

- Ph.D. in Civil and Environmental Engineering – Carnegie Mellon University, USA
- Certified Productivity Coach (2025)
- Certified Agile Coach (2023)
- Certified Scrum Master (2023)
- TEFL Certified – Teaching English as a Foreign Language (2020)