

## ✉ **Contact**

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## 🌐 **Address**

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+ Denmark

## 🕒 **Private**

+ Born: May 18, 1967  
+ Mother of two



## **Summary**

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Project Manager, IT Development Specialist and Coordinator with substantial work experience from major international corporations.

PMP certified project manager with solid business understanding regarding processes, cultures and people, who works interdisciplinary at all levels of the organization.

## **Core skills**

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- Project Management of Internal administrative digital tools
- Process-oriented: Regarding both corporate and own modus operandi
- Development of applications that match the needs of the end user and the organization
- Coordination and implementation of solutions including teaching and support
- Punctuality regarding appointments and deadlines
- LEAN: Creating and updating processes, flow charts, templates and checklists
- Audit: Risk assessment, planning and follow-up
- Modern digital workplace expert.

## **Work experience**

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2020 -

SharePoint & office 365 Specialist – Universal Robots

Headquarter at Energivej Odense / Working from home. Alternating every second week.

Project manager and the link between the organization and external consultants on internal administrative IT projects. Development and implementation of safe and effective digital tools for optimizing everyday tasks.

Designing and implementation of intranet, Quality Management System, Contract Management System, Global KPI System, Project Management Office (PMO) Site, EHS solutions, Robotic Process Automation (RPA) in finance etc.

Go-To person regarding questions about the modern digital workplace including teaching best practices. Prioritizing and selection of the organization's future IT systems.

- 2016 - 2020** Digital development consultant – Saint Gobain Distribution Denmark  
 Headquarter at Park Alle Brøndby / Brødrene Dahl department Århus. Alternating every second week.
- Implementation of Microsoft 365/Azure and SharePoint solutions including a common knowledge sharing portal. Project Manager for SharePoint Business Tools on Web, Scanners, Android and iOS. Including SharePoint Development of: Contract Management System, Wood Traceability on Handheld Scanners, Electronic Delivery driver guides, customer-serviced handheld store scanners, Project Discount Handling, EHS solutions, Product Complaint, Receipt and Counting of Goods, Credit Processing.
- Linking project owners and consultants, developing efficient solutions and ensuring 100% implementation in the organization.
- Prioritization of future digital solutions, financial monitoring of agreements, consultancy agreements and conclusion of hotel agreements.
- 2011 - 2016** Sourcing Supporter and Global SharePoint SuperUser – BioMar Group  
 Headquarter for Sourcing of Global Raw Material.
- Implementing SharePoint solution in all 10 BioMar countries, creation/updating of reporting tools/templates, Audit planning/follow up, creation of templates/reports to global Audit team, planning and participation in meetings, arranging large and global conference, IT supporter/educator in SharePoint/Infopath, creation of teaching materials, Contract responsible, support regards to travelling, hotel agreements, conferences.
- 2009 - 2010** Office Assistant - Vestas Wind Systems  
 Department for Project Managers. Administration and finance.
- Planning and participation in meetings, travelling management, consultant management, time registration, SAP Controller assistant, SAP SuperUser, monthly reporting, PO, document handling, creation of SOP (Standard Operation Procedures), updating/maintaining team stie, daily savings and efficiency.
- 2005 - 2009** Business administration - Maersk  
 Administration at APM terminals in Aarhus.
- Supplier contact (contracts and new supplier agreements), Implementing SAP in Maersk, SAP SuperUser, project excellence – LEAN, Insurance and damage responsible, travelling management, creating/maintaining documents, course/event planning, meeting management.
- 2002 - 2005** Quality Coordinator – TDC  
**1999 - 2002** Complaint Coordinator – TDC  
**1992 - 1998** Assistant – DSB, Administration of train traffic/train controlling.  
**1991 - 1992** Shop Assistant: Hinnerup Bookstore.  
**1989 - 1991** Health care worker: Temporary worker.  
**1988 - 1989** Health care worker: Child care.  
**1987 - 1988** Health care worker: Treatment center Strandhøj.  
**1986 - 1988** Office/ticket inspection: Knudshoved Færgehavn.

## **Education**

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- 1996** Assistant Education at DSB.  
**1994** Office Clerk education at DSB.  
**1987** HH degree in business language. English level 4, German level 5.  
**1985** Basic Vocational Education. Trade & Office. Highest level.

## Statements and endorsements

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- ▶ Corporate statement - Saint Gobain
- ▶ Corporate statement - BioMar Group
- ▶ Corporate statement - Vestas Wind System

## IT skills

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- ▶ Microsoft M365
- ▶ SharePoint 2010, 2016, 2019, M365
- ▶ Teams
- ▶ Planner
- ▶ Yammer
- ▶ Exchange
- ▶ Power Apps
- ▶ Power Flow
- ▶ Power Automate
- ▶ Power BI
- ▶ Power BI Flow
- ▶ Viva
- ▶ SAP/FACT/R3
- ▶ Movex
- ▶ M3
- ▶ Concorde
- ▶ IMAP
- ▶ Visio
- ▶ Skype
- ▶ Camtasia
- ▶ Nintex
- ▶ Sharegate Apricot
- ▶ Mobilock Pro / Scalefusion
- ▶ TopDesk.

## Language

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- ▶ English - fluently
- ▶ German - Verbal conversation level.

## Courses

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- ▶ Project Management Professional Certificate
- ▶ Microsoft Certificate for SharePoint 2010
- ▶ Microsoft SharePoint 2010 Advanced
- ▶ Microsoft SharePoint 2010 Editor
- ▶ Project Management by Projekt Klinikken
- ▶ Value Added Supplier Audit
- ▶ SAP package/Super User Certificate
- ▶ SAP/FACT Superuser Diploma
- ▶ Microsoft InfoPath 2010 advanced
- ▶ Project Management Essentials
- ▶ IMap Course
- ▶ IT – Microsoft Office package
- ▶ ISO 9001-2000 Update
- ▶ Audit ISO 9000:2000
- ▶ Trend Conferences
- ▶ Adult Pedagogic Basic course
- ▶ The Teamworker
- ▶ Technology and Office Organization
- ▶ Organization
- ▶ Constructive Conflict Management
- ▶ Working Planning excellence
- ▶ Staff administration
- ▶ Marketing, Sale and Quality Control
- ▶ Corporate Culture and Cooperation.

## Auditions

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- ▶ Danish language secretary in the EU
- ▶ Safety Assistant DSB.

## Leisure activities

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- ▶ Fitness - Spinning
- ▶ IntraTeam network meetings
- ▶ Cultural happenings
- ▶ Travelling
- ▶ Lecture on e.g. personal development and motivational initiatives for colleagues.

## ***Detailed lists of assignments***

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### Examples of assignments at Universal Robots

#### Projects/primary mission of the job

- Project management involving internal and external stakeholders, developers and agencies
- Identifying and prioritizing business requirements, projects and processes
- Go-To person for questions relating to the modern digital workplace
- Support for colleagues in relation to opportunities and use of digital tools
- Development and configuration of IT systems etc.

#### Implemented projects

- Processes and Tools: "When to use what" power equation for the organization for which systems to use in different situations, including running outdated systems.
- Office 365 governance model: Governance for policies, roles, responsibilities and processor for use of global Intranet.
- EHS System: Reporting and follow-up on near misses, safety visits, etc.
- KPI System for Global Sales: Strategic database for overview of all KPIs / Forecast.
- Quality Management System: System for all documents regarding quality management in the organization. Meets current and future ISO certifications.
- Contract Management System: Digital signature system for managing all contracts.
- Collaborations-Sites: Site-Templates for all departments containing their daily tools, documents and information.
- RPA in finance: Robotic Process Automation for manual workflow in finance.
- Data Migration to own M365: Transfer of marketing material from external database to own M365.
- Project for the web: Transferring Project Online to Project For the Web.
- Project Charter for Major IT Projects: Agreement document for use in the start-up of all major IT projects.
- Geolocation creation: Relocation of affiliates to Geolocations - Tenant.
- Intranet: Affiliated company's intranet for all their employees.
- PMO Site: Project management tool that guides the user through the various project stages according to UR's PMP governance model.

#### IT assignments

- Level 2 support regarding M365 question.
- 1-on-1 teaching of best practices within M365
- Go-To person regarding questions about the modern digital workplace.
- Selection of the organization's future IT systems and execution of outdated systems.
- Responsible for global intranet.

#### Other assignments

- Publishing and responsible for Intranet news.
- Preparation and updating of IT-Project Charter.
- Negotiation and conclusion of support agreements between organization and external consultants

## Examples of assignments at Saint Gobain Distribution Denmark (SGDD)

### Projects/primary mission of the job

- Project management involving internal and external stakeholders, developers and agencies
- Identifying and prioritizing business requirements, projects and processes
- Complete and implement project with no recent progress
- Support for colleagues in relation to application options and use
- Development and configuration of IT systems etc.

### Implemented projects

- Tree traceability: Android solution. Scanning of delivery notes to ensure the tracing origin of the wood.
- Delivery Descriptions: Digital delivery instructions on mobile devices for drivers. Directing them to the correct place of delivery at construction sites. Especially useful at night.
- Contract management: Digital preparation of contracts between cooperation and suppliers using mail merge, legal approval flow in connection with deviations, as well as predefined attachments. In addition, a clear process and file system.
- EHS/APV: Reporting of Near or minor accidents, safety visits, safety walk and Workplace Assessment using web as well as mobile devices as platforms.
- Driving/Expenditure: Internal system for payment of personal expenses and private driving. Works on both web and mobile devices - incl. approval flow as well as payment by payroll system.
- Receipt of goods/inventory: Handheld scanner device solution for stores and subsequently automatic transfer to the ERP systems Movex/M3.
- Store Scanner: Scanner solution for customers in stores so they can scan the goods themselves.
- Personnel requisition: Internal application system when hiring a new employee.
- Appropriations: Internal application system for events, interior, project start-up etc.
- Credit max: Application/assessment flow in connection with customers' desire for credit creation.
- Product complaint: Customers' product complaint in an automated flow from stores to category managers/legal department, etc.
- Customer creation: Application form to stores for approval of new customer.
- Project Discount Handling: Management and documentation of supplier discounts given for specific construction projects.

### IT assignments

- Development and implementation of Microsoft 365, Azure and SharePoint solution with the Dahl brothers and Optimera, including a knowledge sharing portal
- Rights Management System for AD groups
- Upgrades for SharePoint 2016, 2019 og 365
- Scanner setup – MobilockPro/Scalefusion

### Other assignments

- Contact person for SharePoint applications. Distribution of inquiries regarding support/bugs/fixes
- Test/visit at the Brothers Dahl Stores throughout Denmark
- Preparation of presentations for the management and Innovation team in France
- Contract negotiation of hotel agreements at national level.

### Other fingerprints

- Drafting a SGDD Work Order form for implementation throughout the organization
- successfully creator, initiator and implementor of joint book sharing forum regarding job well-being, management tools and more.

## Examples of assignments at BioMar Group

### Projects/primary mission of the job

- Implemented SharePoint in all 10 BioMar countries
- Secured a global/common shared platform/portal for all documentation (SharePoint)
- Implementing of Global Audit Team. Supplier Approval Audit Traceability Team (SAAT).

### IT assignments

- Global/SuperUser and teacher in SharePoint/Infopath
- IT supporter in SharePoint/Infopath
- Implementing/maintaining of new shared portal
- Maintaining Supplier database and lists
- Responsible for Sourcing- and SAAT-team site
- Creation of user rights/AD
- Creating of team sites for other departments
- Creation of workflows/Alerts
- Responsible for the cooperation/link between M3 and SharePoint.

### Audit/Quality

- Creation and maintaining of all Audits tools
- Approval and quality check of Suppliers
- Audit course conduction
- Training/teaching of Auditors
- Responsible for global updated supplier database
- Quality control of all documentation.

### Tasks within Finans

- Supply Chain Financing
- Creation of templates/checklists
- Contracts for hotel, suppliers etc.

### Reports

- Monthly reports – turnover, stock level, status reports
- Pricelist updating
- Sustainability – Fish Source score updates according to EU.

### Processes/SOP

- Creating, updating and conducting quality control of all Sourcing SOP
- Responsible for SOP setup on team sites
- Created SOPs regards to audits and nonconformities etc.

### Other daily tasks

- Team member in SAAT
- Creation of raw material specifications
- Travel-, Hotel-, Meeting management
- Planning and holding global meetings
- Responsible for large conferences.

## Examples of assignments at Vestas Wind Systems

### Projects/primary mission of the job

- Establish a common project department for all Project Managers.

### Tasks within IT

- SAP Super User
- SharePoint SuperUser
- Updating of PO approval flow
- IT updating for new employees
- Responsible for updating/maintenance of team site
- Creation of user rights.

### Audit/Quality

- Quality control of documentation
- Ensured that all Project Manager passed Prince2.

### Tasks within Finans

- Creation/follow-up on Purchase orders (PO)
- SAP Controller assistant
- Controlling task ex. Rent of buildings, telephone, rent of cars etc.

### Reports

- Monthly reporting. Consultant hours, monthly expenses, travel expenses
- BI reports.

### Processes/SOP

- Creating, updating and quality control of all SOP
- Workshop for implementation of SOP.

### Other daily tasks

- Daily contact to suppliers
- Travel management
- Meeting management
- Monthly meeting with Vestas Wind Systems A/S Assistant team
- Contract management
- Consultant management.

## Examples of assignments at Maersk

### Projects/primary mission of the job

- Starting up Process Excellence/Lean
- Implementing SAP R3/FACT
- Contract management.

### IT assignments

- Super User in SAP/FACT (TEM/SSP)
- Mapping/creation of new SAP Users
- Registration of errors at external service Center
- IT updating for SAP users
- Teaching of SAP End Users.

### Tasks within Finans

- Coding of invoices
- Payment of invoices.

### Rapports

- Monthly reports.

### Processes/SOP

- Creating, updating and quality control of all SOP.

### Other daily tasks

- Insurance Management
- Daily contact to suppliers
- Purchase of office equipment
- Travel Management
- Responsible for teambuilding arrangements, employee events, Management courses
- Meeting Management.