

CV: FIRST NAME, LAST NAME

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SUMMARY

Xx years of hands-on experience from leading departments and projects in large, global companies from different industries. Specialities:

- Building up project management departments / PMO function
- Team motivation, process implementation and change management
- Leadership of highly skilled professionals from different functions

I enjoy working with people, support their efforts to achieve the agreed targets and to see them grow and collaborate with each other. My teams have therefore always been successful in achieving their goals and characterized by high motivation, good team spirit and high employee satisfaction.

As manager I have been driving the development of processes, organizations and people and I have mostly had the pleasure to own the full change management cycle from start to finish.

I always worked in an international and multicultural environment and I lead and communicate well at all levels - also in front of a larger audience.

For many years, I worked as an expatriate abroad, where the working languages were x and x.

JOB EXPERIENCE

201x-date: Senior Project Manager

Responsibility:

- Lead own technical- or business projects
- Define and sell new services
- Support continuous improvement of the project management processes
- Trusted to lead complex high risk projects
- Established and maintained cooperation between the core team of specialists and business developers and the many involved 3rd party partners and suppliers.
- Leading a detailed Enterprise Risk Management (ERP) study where the recipient was the executive management team
- Key contributor to defining a strategy for rolling out x systems– a major investment for the company
- Worked intensively with method x

Results:

- Made a turnaround and obtained technical proof of concept after x months. Project continues as a running long-term seaboard trial that promises a very strong business case
- Customer satisfaction has increased significantly and employee satisfaction is good.
- The team consists of employees from x city and y city and our very good cooperation over different time zones serves as a good example of remote leadership.
- ERP project generated knowledge in a number of workshops involving external consultants and many internal experts.
- On the basis of method x developed a full in-house project management model and toolbox

201x-201x: Business Process Manager

Responsibility:

- Project Management Office function: to drive, introduce and implement project management methods, tools and culture into the engineering department.
- Member of the engineering management team
- Created a living portfolio and activity overview
- Serve as trainer and internal champion for Risk Management and Quality Management

Results:

- Standardised project reporting to business unit management (our customers)
- Key driver to get more project management focus into the organizational culture
- Created and tested the project management model and method x based toolbox that is used on major technical projects today

200x-201x: Head of Procurement

Responsibility:

- Department manager, leading a procurement team of x persons
- Member of the management team and reporting to the CFO
- Carried out generation change in the team, introduced task differentiation between strategic and operational procurement and
- Implemented a professional procurement function by transferring processes and tools from headquarter abroad
- Key user of the procurement functions and owner of the procurement part of an IT implementation project in the company

Results:

- Achieved savings of xx-xx% across all addressed material categories
- Improved employee satisfaction in the team.
- Received positive recognition from the central procurement function in company x
- Strengthened my personal business acumen by heading major supplier negotiations

200x-200x: Director of Project Management

Responsibility:

- Department manager, leader of x project managers
- Member of the management team
- Building up a new project management function and department in the company. Projects involved product management, R&D, test, documentation, production and procurement
- Developing a project lifecycle model and a project portfolio manual in a setup with global manufacturing
- Coordinate and negotiate allocation of people to different projects in a matrix organization

Results:

- Chairs milestone review meetings to create overview about project progress and maturity
- Implemented a solution covering all project resources
- Highly qualified project managers based on my on-going support

200x-200x: Senior Engineering Manager

Responsibility:

- Department manager for xx developers of mobile phone electronics (hardware).
- Project manager for a core hardware development team
- Member of the engineering management team
- Budget responsible for department budget and owner of all HR related processes
- Architect of a new R&D organization with xxx employees

Results:

- Increase productivity and employee satisfaction in the organization
- Hardware ready on time and with good quality – and sold in millions.
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199x-200x: Network Planning Manager

Responsibility:

- Project Manager for the network planning of a nationwide mobile network
- Department manager for network planning department abroad with xx employees
- Member of the customer services management team in x country
- I handled staffing and owned all network planning processes as well as the customer interface
- Handling contracts and dealing with suppliers of a significant amount of outsourced work

Results:

- Launch was on time with a satisfied customer
- Promoted to lead the department and build up the planning function with xx employees
- Leading leaders and supporting them in building good and effective teams
- Documentation of added value to the customer for a delivered service

199x-199x: Radio Network Planner

Responsibility:

- Network planning responsible from start to network launch
- Responsible for planning up until the network launch
- Teaching about how to build mobile networks

Results:

- Network launched on time and in the required quality
- Introduced practical and on the road network planning
- Established good working relations with the site-hunting companies in the respective cities

199x-199x: System Engineer

Responsibility:

- Participate as network planner in a tendering project
- Responsible for network planning in part of the network
- Worked intensively with tools, network planning tools and databases

Results:

- Network planning for business cases and actual network rollout
- Representing the company in international cooperation
- Build models for preparing business cases and planning investments for new networks

199x-199x: R&D-engineer

Responsibility:

- R&D-engineer developing hardware for a fiber optical communications system
- Responsible for system design of a fibre-to-the-home communications system
- Developer of electronic hardware

PERSONAL SKILLS

Self-motivated	Structured
Analytically strong	Result oriented
Takes responsibility	Generates ideas
Hard working	Loyal and supportive
Creates overview	Decision maker
Relationship builder	Creative

EDUCATION

199x: Master of Science degree in Electrical Engineering
 200x: Graduate Diploma in Business Administration - HD(O)

COURSES AND SEMINARS

Project management methods certifications
 Full training program as project manager
 Advanced negotiation training; communication training and various HR trainings
 Intensive training and mentoring in professional procurement
 Various technology, network planning and –tools, electronic design and software packages

LANGUAGE SKILLS

Danish: Mother tongue
 English: Fluent for work and negotiations
 German: Fluent for work and negotiations
 Swedish: Fluent for work and conversation
 French: Basic conversation and reading

USER EXPERIENCE WITH TOOLS AND SOFTWARE PACKAGES

MS Office, MS Excel, MS Access, MS Word, SAP etc. etc.

PERSONAL DATA, HOBBIES AND INTERESTS

I am xx years old, married and have one child. We live in a recreational area close to a beach, so my hobbies include sailing, swimming and biking.
 I also work on our house and garden and I like to read a good book about technology, psychology and philosophy.

REFERENCES ARE AVAILABLE UPON REQUEST
