



OLIVER INK

Consultant/Projekt Manager/Senior PMO



- Multilingual Consultant with more than 4 years of project experience in Deutsche Telekom AG, including the HR Group Executive Management, and Roche Holding (Global Procurement)
- Proven experience in Project Management Office, Strategy Development and Stakeholder Management
- Experience in establishing, monitoring and improvement of governance structures for global projects (e.g. at Roche)
- Great communicator with drive and hands-on attitude



EDUCATION

2018 – 2021	Rheinische Friedrich-Wilhelms-University, Bonn Master (M.A.) International History of the modern era (Grade Point Average 1,1) Topic of the master thesis: “Empire EU? An analysis of the (political-) scientific discourse from a historical perspective for the period from 1989 to 2020” (Grade 1,0)
2018 – 2021	Rheinische Friedrich-Wilhelms-University, Bonn Double Bachelor's degree (B.A.) English Studies/ History (Grade Point Average 1,6)
2004 – 2013	Are-Gymnasium, Bad Neuenahr-Ahrweiler Abitur (Grade 1,0) Advanced Courses English (bilingual), Mathematics, History Advancement award of the Kreissparkasse Ahrweiler Book award of the German Physical Society

EXPERIENCE / BACKGROUND

Professional Experience	4+ years Project Management/PMO
Language	German (native) English (fluent) French (intermediate) Polish (basic)
Industries	Pharmaceuticals Telecommunication Language Services
Methods & Management Skills	Project Management incl. PMO HR-Lifecycles Stakeholder-Management Strategy Development Communication Change Management Quality Management Digital Event Production Certified Scrum Master (PSM I)
Technical Skills	Google Suite (GSheet, GSlide, GDocs, GDrive, GMeet, GMail) MS Office (Teams, PowerPoint, Excel, Word, Outlook, SharePoint) Smartsheet



SAP Success Factors
Signavio
WebEx, WebEx Training
Jira
Trello
Miro
Lucidspark
Airtable
Asana



PROFESSIONAL EXPERIENCE

Since 02/2023
Switzerland

Roche Holding

PMO and Project Management in an international program of procurement software rollout

Responsibilities:

- PMO activity (strategic support and project support/monitoring) in a global deployment project.
- Acting as interface between PO, business lead and technical solution provider for sub-project Supplier Enablement (SE)
- Status tracking/reporting, deliverables tracking and roadmap updates.
- Quality Assurance of supplier communications and training material.
- Steering Committee preparation and documentation
- Sprint planning, workshop and meeting planning/moderation and support with strategy conception
- Document management (process governance, training, communication)
- Setting up project management governance for the SE sub-project and coaching of 18-member SE team. Stakeholder management including top management.

12/2021 – 02/2023
Germany

T-Systems MMS

Organizational Development ("Rethinking MMS")
Junior Consultant HR (focus on strategy) and Project Management/PMO

Responsibilities:

- Strategy consulting for the new organizational structure of the company regarding goals/objectives
- Project management in the sub-project "process/structure organization" (focus: process optimization) including the conception, setting up and updating of project plans, workshops, process simulations and review formats
- Support in the sub-project "implementation" (focus: systemic implementation) including the moderation of meeting formats, creation of milestones and setting up/maintaining the project plan, structuring, and controlling risk management
- Conceptual support for change communication
- PMO support for the management of HR department
- Strategy consulting for HR department: Alignment until 2025 including corporate strategy and external influencing factors:



Methodical & content-related conception of workshops with executives and management board, moderation, follow-up

- Research and conception of MB documents, management summaries and reports, information material on HR topics and internal key figures, preparation of internal documentation

09/2019 – 12/2021
Germany

German Telekom IT GmbH

Transformation project Code+Design@Telekom in the Technology & Innovation Executive Board area

Responsibilities:

- “Digital Architect”: planning and conduction of digital events (live production, podcast production) as an interface between the specialist sites and the production team (focus on consulting, conception, and technical management)
- Stakeholder-Management: regular cooperation with board members and their staffs as well as (top) executives
- Implementation of new digital collaboration tools to optimize hybrid teamwork (e.g., Trello, Miro).
- Design of new formats (including re/upskilling, all-hands, kick-offs) and new learning content (including digital leadership literacy in cooperation with HR)
- Creation and development of a sound profile for "Code+Design" in coordination with Telekom brand management
- Support of pre-/post-communication for events with images and texts
- Conception and implementation of workshops with a focus on communication, digital events and storytelling

03/2020 – 09/2020
Germany

German Telekom AG

HR Department Group Executive Management (GEM), VTI
Internship

Responsibilities:

- operative and conceptional support in each department of the HR-Lifecycles for executives (Recruiting, Onboarding, Performance Management, Talent Management, Leadership)
- Development, Succession Management, Offboarding)



- Stakeholder-Management & Project Management: coordination and planning of the first virtual Onboarding-Event for executives of the German Telekom in cooperation with three independent teams
- Support by the implementation of new tools (Onboarding: “Appical”, contract preparation: “Employee Central”)

01/2018 – 03/2020
Germany

DELTA International CITS GmbH
Quality assurance and translation

Responsibilities:

- Quality assurance and translation of different text types
- (Marketing, Websites, technical documentation, product instructions, scientific texts) in the language combination
- English-German and French-German
- Maintenance of terminology databases and glossaries
- Dealings with different software tools (Trados Studio 2017 and 2019, xtm, OpenTm2)

05/2016 – 01/2018
Germany

Rheinische Friedrich-Wilhelms-University
Student assistant

Responsibilities:

- Rejects collection and sorting (e.g. Josef Körner) at the Curtius-reading room
- Research for department heads
- User service

2010 – 2018

Diverse temporary jobs
(Maritim Hotel, Bonn/GLS, Bornheim/Dorint Parkhotel, Bad Neuenahr)