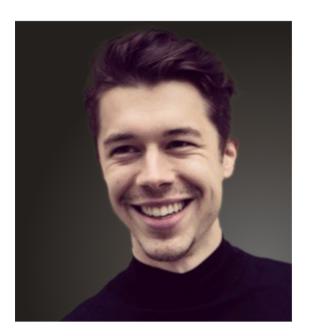


OLIVER INK

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

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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 & Project Management incl. PMO

Management Skills 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

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SAP Success Factors

Signavio

WebEx, WebEx Training

Jira

Trello

Miro

Lucidspark

Airtable

Asana

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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 subproject 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:

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- 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, kickoffs) 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)

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• 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 Curtiusreading room
- Research for department heads
- User service

2010 - 2018

Diverse temporary jobs

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

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