



## CHARLOTTE BERGER

Consultant/PMO



- More than 6 years of experience in project management office/project management at Deutsche Telekom AG and BPW Bergische Achsen KG, among others
- Experience in the introduction of S/4Hana, especially in cutover and test management
- Excellent in communication and intercultural cooperation
- Great team player, empathetic with a high willingness to support with full commitment



## EDUCATION

09/2020 – 09/2022

**CBS International Business School**

Master's program: Digital Project Management

03/2016 – 03/2020

**Hochschule Bonn-Rhein-Sieg**

Bachelor's degree program in Economics

With a focus on logistics, supply chain management and International Management

## QUALIFICATIONS / FURTHER TRAINING

2023

Prince2

2021

ComTeam, Academy and Consulting, Düsseldorf  
Training: Communication

## EXPERIENCE / BACKGROUND

Work experience

5+ Years

Languages

German (native)  
English (fluent)  
French (basic knowledge)

Industries

Telecommunications  
Electrical industry  
Gastronomy/Hotel

Methods and  
Management Skills

Project management  
Project management office  
Transmission  
Live transmission  
Sound engineering  
Recording management  
Podcasting  
webinar  
Event formats such as summits, town halls, etc.  
Social media  
Event management  
Cutover management



## Technical Skills

MS Office (Outlook, Power Point, Excel, OneNote, Word)  
MS Planner, Teams  
Trello  
Jira / Confluence  
Miro  
WebEx  
Adobe Premiere  
Canias  
QAD  
Airtable  
CutoverManager  
Basic SAP  
Ivanti  
Cornerstone

## PROJECT EXPERIENCE / PROFESSIONAL EXPERIENCE

Since 03/2024

**Sidekick Network GmbH & Co. KG**  
Consultant

### **Project assignment:**

E.ON – Implementation iPEN Platform

### **Responsibilities:**

- Focus on Stakeholder Management
- Preparation of C-Level presentation, decision paper and further project documentation for different stakeholder
- Project Management Office
- Agile Coach SAFe

10/2022 – 01/2024

**Sidekick Network GmbH & Co. KG**  
Consultant

### **Project assignment:**

BPW Bergische Achsen KG - Implementation S/4Hana  
Lead Program PMO, Support Cutover Management and Migration Management

### **Responsibilities:**

- Tracking of all activities in the program using JIRA
- Optimization and extension of JIRA for work packages and activities in migration management



- Project planning and tracking of activities
- Support with activity planning in cutover management
- Documentation of workshops and meetings
- Creation of presentations and decision templates
- Creation and evaluation of reports in migration and cutover management
- Participant management for training courses
- Assigning passwords and roles in SAP

06/2020 – 09/2022

**Project assignment:**

Deutsche Telekom AG, Digital Factory - implementation of digital events and projects, digital transformation, New Ways of Working PMO

**Responsibilities:**

- Project planning and tracking of activities
- Creation of direction plans
- Event management
- Analysis of requirements and coordination with internal and external customers, concept development and end-to-end consulting
- Preparation of management presentations
- Schedule coordination
- Status reporting
- Onboarding new colleagues, familiarization and introduction to all necessary tools
- Risk management, tracking risks and coordinating measures to minimize risks
- Coordination of internal orders and suppliers
- Camera and audio technology
- Internal and external communication, social media

07/2018 – 05/2020

**Asteelflash Group, Disposition**

Working student

**Responsibilities:**

- Support and work with the buyers
- Analysis of price comparison
- Offer management
- Organization and procurement of delivery items
- Preparation of forecasts
- Supplier management



- Support with the introduction of the new ERP system QAD

06/2014 – 06/2018

**Hotel Villa Godesberg**  
Temporary employment

Responsibilities:

- Organization of booking plans
  - Guest management
- Preparation and organization of shift schedules

## **EXTRA-PROFESSIONAL COMMITMENT / EXPERIENCE**

09/2015 – 02/2016

**Uniklinikum Tübingen**  
Federal Volunteer Service

11/2014 – 03/2015

**Work & Travel in Süd Amerika and Neuseeland**  
Stay to work and improve your language skills