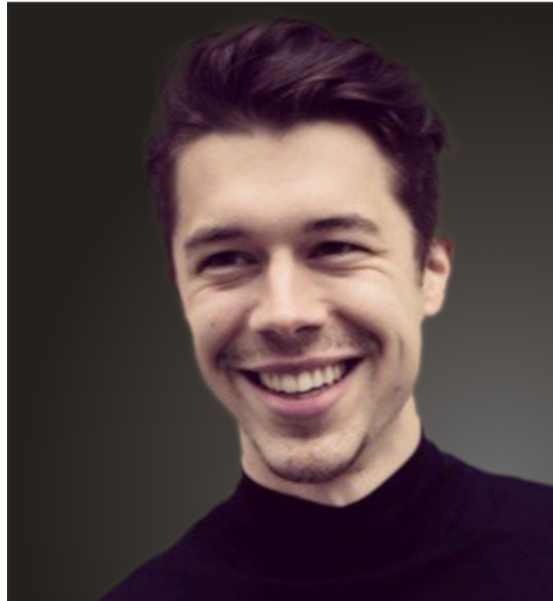




## OLIVER GIFFELS

Junior Consultant

Born 1994



- Multilingual Junior Consultant with more than 3 years of project experience in Deutsche Telekom AG, including the HR Group Executive Management areas-on attitude
- Proven experience in Project Management Office, Strategy Development and Stakeholder Management
- Great communicator with drive and hands-on attitude



## EDUCATION

2018 – 2021	<b>Rheinische Friedrich-Wilhelms-University, Bonn</b> 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	<b>Rheinische Friedrich-Wilhelms-University, Bonn</b> Double Bachelor’s degree (B.A.) English Studies/ History (Grade Point Average 1,6)
2004 – 2013	<b>Are-Gymnasium, Bad Neuenahr-Ahrweiler</b> 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	3+ years Project Management/PMO
Language	German (native) English (fluent) French (intermediate) Polish (basic)
Industries	Telecommunication Language Services
Methods & Management Skills	Project Management incl. PMO HR-Lifecycles Stakeholder-Management Strategy Development Communication Quality Management Digital Event Production
Technical Skills	MS Office (Teams, PowerPoint, Excel, Word, Outlook, SharePoint) SAP Success Factors Signavio WebEx, WebEx Training Jira Trello



Miro  
Airtable  
Asana

## PROFESSIONAL EXPERIENCE

Since 12/2021  
Germany

**T-Systems MMS**; Organisational Development ("Rethinking MMS")  
Junior Consultant HR (focus on strategy) and Project  
Management/PMO

Responsibilities:

- Strategy consulting for the new organizational structure of the company with regard to 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

**Sidekick Network GmbH & Co.KG**

**Project activities: 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)

