



ULRIKE MAU

Senior PMO

Born 1972



- Senior PMO with more than 17 years professional experience
- Confident and articulate communicator with the organizational skills and decision-making ability to ensure targets are consistently achieved
- Excellent in intercultural cooperation with the necessary drive
- Proven experience in Project Management Office, Stakeholder Management and Communication within different industries such as Telko, Finance/Banking and Food



EDUCATION

1999 – 2006	HU Berlin Magister Master of Arts (Magister) in Linguistics, Cultural and Literary Studies American Studies/Anglophone Studies and Romance Studies
1993 – 1999	Universität Rostock Business Administration (BWL)

CERTIFICATION / FURTHER EDUCATION

2021/22	Agile Coach (BTA Berlin)
2011/12	Kultur- und Eventmanagerin (Medienakademie Berlin)

EXPERIENCE / BACKGROUND

Professional Experience	17+ Years
Language	German (native) English (fluid) Spanish (fluid)
Industries	Food Financial/Banking Culture Public/Infrastructure Telecommunication
Methods & Management Skills	Project management (agile, waterfall) Project management office Quality management Stakeholder management Controlling Marketing/Conception Event management Requirement management
Technical Skills	MS Office (O365) SAP SharePoint PROMIS Confluence Oracle DB Blue Ant Jira



Doxis
Visio
Indesign
Photoshop
WordPress
TYPO3



PROFESSIONAL EXPERIENCE

03/2022 – 02/2023
Berlin

Scope Technology, Project Low Code Plattform
PMO

Responsibilities:

- Quality management
- Monitoring and tracking test progress
- Stakeholder management
- Creation and organization of project-related documents

01/2021 – 07/2021
Berlin

Maravelia Olive Oil; Marketing and establishment of the brand
Project Manager

Responsibilities:

- Set up marketing presentation and concept creation
- PR and public relation
- Monitoring and reporting social media

03/2019 – 11/2020
Berlin

Berlin Hyp; IT Project SAP 4/Hana, MS Power BI
PMO

Responsibilities:

- Support of project meetings, decision-making committees, pre- and post-processing, order tracking
- Creation and organization of project-related documents, project manual
- Support of the project marketing for the internal communication: writing articles and interviews
- Visualization of the SAP Hana project approach and status on the Multi-Touch-Table project of Berlin Hyp
- support for internal communication, conception, preparation and implementation of the content and structural mapping of the SAP HANA project on the intranet and on the Multi Touch Table project of Berlin Hyp
- Maintenance of Blue Ant, project management tool
- Support for review and acceptance processes

01/2018 – 02/2019
Berlin/Innsbruck

Camerata Europaea/CMP Design; organization of European concerts
Cultural Management, Project Management

Responsibilities:

- Cultural management for various concerts for the orchestra CE



- Administration of sponsoring projects for the orchestra in Berlin, Innsbruck and Athens
- PR and public relations

01/2017 – 12/2017
Germany

Toll Collect Berlin; MaB40K (Extension of the toll for the federal highways)
PMO

Responsibilities:

- Quality management, including review and approval of deliverables
- Support in the creation and consolidation of various status reports
- Elaboration of program topics
- Stakeholder management

10/2016 – 12/2016
Germany

ZTE Berlin; Telecommunication rollout
PMO

Responsibilities:

- Rollout management process support
- Integration management
- Controlling material department for the Telefónica network consolidation EPlus / O2 for the software and hardware migration of the different network elements 2G/3G/4G
- Ensuring the deployment planning

08/2009 – 09/2016
Germany, Austria, Greece

Orchester Camerata Europaea
Cultural Management, Project Management

Responsibilities:

- PR and public relations
- Set up marketing presentation and concept creation
- Monitoring and reporting social media
- Culture financing (funding applications and sponsoring)
- Support and organization of concert events in Berlin

08/2009 – 09/2016
Germany

Tieto; Mobile Networks quality management and controlling
PMO

Responsibilities:

- Support the Nokia Siemens Networks sites worldwide



- Responsible for the communication between quality management and customers
- Development of quality assurance measures
- Creation of various reports, metrics, statistics and documentation, training presentations of various tools

04/2006 – 06/2007
Germany

Hays AG; Siemens Mobile Networks quality management and controlling
PMO

Responsibilities:

- Project management for quality assurance and process optimization of a communication tool
- Gathering and communicating technical requirements for process optimization
- Creating and translating tool manuals in German and English
- Implementation and support of pilot projects
- Administrative user support worldwide

11/1999 – 03/2006
Germany

PQM; Siemens Communication Mobile Networks
Student

Responsibilities:

- Project assistance in the Project Office
- Data updating, data checking
- Preparation of monthly and quarterly reports