

Curriculum vitae

Manuel Alexander Weiss



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Key Skills

HR-Tech & Process Expertise 9

Solid hands-on experience from multiple HR Campus projects: UKG HRSD configuration, HR Employee Live Cycle mapping, ADONIS BPMN 2.0 modelling, HR data migration, interface design, health-check assessments and best-practice catalogue creation.

Project Governance & Delivery 9

PRINCE2 Practitioner · Scrum Master – confident applying hybrid or pure-agile approaches, tailoring roles, ceremonies and artefacts to project size and culture.

Language Proficiency 8

English C1 (18-month work placement in Australia, degree studies) · Spanish A2 (two semester courses) · German native.

Collaboration & Productivity 9

Daily power-user of Microsoft 365 – Teams, Planner, To Do, SharePoint, Outlook, Excel, Word and PowerPoint – leveraging advanced features (flows, conditional formatting, co-authoring) to streamline delivery.

Personal Data

Manuel Alexander Weiss

Born on 25 May 1988 in Memmingen

Work-Experience

[HR Campus AG, Zurich, Switzerland](#)

12.2021 - 06.2025

HR Consultant

- Delivered end-to-end UKG HRSD implementations (agile & waterfall) for SME and enterprise customers, aligning scope, timeline and budget.
- Designed, automated and integrated HR processes and data transfer across SAP SuccessFactors/HCM, DocuSign and SAP HCM using RPA, API end-points and SAML SSO.
- Facilitated role-design workshops and on-the-job trainings; coached administrators in UKG HRSD and ADONIS.
- Conducted HR Health Checks and developed comprehensive HR-digitalisation roadmaps and best-practice process catalogues.
- Applied Prince2/Scrum governance to monitor budget, schedule, quality, resources and risks, defining and executing change-measures whenever required.

[BOC Information Technologies Consulting GmbH, Berlin, Germany](#)

12.2019 - 12.2021

Process Consultant

- Conducted comprehensive process discovery sessions and documented workflows to establish a structured BPM practice for clients.
- Led workshops using gap-, SIPOC- and root-cause analyses, translating findings into actionable improvement initiatives.
- Introduced and implemented BPMN 2.0 standards, optimising internal procedures and governance frameworks.
- Rolled out and configured the ADONIS process-management suite, enabling efficient modelling, versioning and KPI tracking.
- Advised on and drove strategic improvement programmes, delivering sustainable efficiency gains across HR, finance and operations.

[eeMobility \(Startup\), Munich, Germany](#)

03.2019 - 09.2019

IT Project Manager, Sales & Contract Management

- Drove the entire contract-management lifecycle, from process mapping and second-level support to digital archiving and compliance.
- Led and delivered digitalisation projects that streamlined contract workflows
- Planned and coordinated trade-fair appearances and client meetings, strengthening market presence and customer relationships.
- Completed a six-month professional sales-training programme with an external coach, sharpening negotiation and account-growth skills.

[Bullivants, Perth, Work and travel Australia](#)

02.2018 - 11.2018

Production Technician

- Assembled steel and fibre ropes to tight technical tolerances and customer specifications.
- Performed visual and technical inspections on ropes and lifting gear, ensuring compliance with quality and safety standards.

100+ workshops, trainings and executive demos delivered – forged during consulting work, studies and the elective “*Presenting, Moderating & Negotiating*” as well as public talks for the Munich Chamber of Crafts.

References

Giacomo - Telesca

HR Campus

Senior Management Consultant

Team Lead eDoc, Contact:

giacomo.telesca@hr-campus.ch

+41 79 441 64 47

Dr. Anke - Helmes

BOC Group

Senior Management Consultant

Team Lead Munich Contact:

anke.helmes@hotmail.com

- Introduced Lean-management practices (5S) that streamlined shop-floor layout and reduced search times for tools and materials.
- Helped roll out SCRUM for manufacturing projects under guidance of a Six Sigma Black Belt, accelerating continuous-improvement sprints and shortening change-over times.

Handwerkskammer Munich Germany

04.2016 - 04.2017

Education Coordinator (student job)

- Organised and hosted information sessions for master craftspersons and prospective students, explaining the dual degree programme “Leadership Management – HR”.
- Designed and delivered engaging slide decks and hand-outs that translated academic content into practical career value.

Europcar GmbH, Memmingen, Germany

08.2011 - 08.2012

Rental Sales Agent

- Managed day-to-day station operations with a strong focus on customer service, claims handling and scheduled all inbound and outbound rental activities.
- Conducted interviews, assessed candidates and led hiring decisions for frontline staff, ensuring the right cultural and service fit.
- Introduced lean process improvements that streamlined hand-over routines and reduced waiting times for customers.

Regens-Wagner-Stiftung, Lautrach, Germany

10.2009 - 07.2010

Community Service

- Provided community support and assistance under the civil service program, contributing to the well-being of individuals within the care framework.

Consilia Optima, Memmingen, Germany

03.2008 - 02.2009

Monteur

- Assembled and installed specialized car washing machine equipment, ensuring precise adherence to technical specifications and operational standards.

Pfeifer Seil- und Hebetechnik, Memmingen, Germany

08.2003 - 06.2007

Apprenticeship and work as Rope-Maker

- Conducted hands-on tasks related to the manufacturing, inspection, and maintenance of ropes for various industrial applications.

School & Education

Bachelor in Wirtschaftswissenschaften

04.2012 - 06.2017

Munich University of Applied Sciences

Specialisations: Human Resource Management · Supply Chain Management and Service Management

Master Professional in Business Administration (Skilled Crafts)

04.2009 - 04.2010

Handwerkskammer für Schwaben

Further education during evening school

Volksschule Memmingen

09.1993 - 07.2003

Primary & Lower Secondary School

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Zurich, 31 July, 2025



Manuel Weiss