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| **Candidate Application** |

Please submit CV containing no more than 5 pages in .PDF format

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| **Supplier** | |
| **Supplier name** | Hub.Co |
| **Contact person** | Steve Da Re |
| **Phone number** | +32 477 81 40 95 |
| **Email** | steve@hubco.be |
| **Candidate Vs Position** | |
| Marlyse has more than 18 years experience in account, project & program management, customer care & process control.  Coordinating and service delivery within customer focused, international projects.  All project management projects require managing budgets, forecasts and actuals within a project plan. For the last 2 years this were mainly IT focused projects (M365) and supporting architecture in SharePoint.  An important factor in these jobs in general is the ability to identify improvements and working closely with the architect(s), supporting the architecture management.  Marlyse is a firm believer of the added value to implement the Microsoft technologies and how they support knowledge management, communication and collaboration, the importance to understand the business processes and requirements, and match these with the right tools to drive productivity and efficiency.  As an account & client services manager in earlier experiences Marlyse puts client (internal and external) satisfaction first. A good client communication is vital, In communication, consistency is key. In her role as account manager she managed budgets vs forecasts and vs actuals on her client portfolio as well.  During the last 2 years, Marlyse also worked closely with colleagues on various projects in SharePoint, providing documentation, validation etc..  One of those colleagues is Wendy Peeters who is currently working on a BNPPBF assignment. Wendy is working with Veerle Berthels within CoE IT Strategy & Architecture – job reference: JOB161456 IT Architect - Banking Domain Architect - Expert | |

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| **Candidate** | | | | |
| **Last name** | SCHUERMANS | | | |
| **First name** | Marie-Elise | | | |
| **Date of birth** | 10/12/1966 | | | |
| **Nationality** | Belgian | | | |
| **Gender** | Female | | | |
| **Employee or Freelance** | Employee | | | |
| **Availability** | September 2023 | | | |
| **Professional References** | | | | |
| **Company** | | **Contact name** | **Professional relationships type** | **Contact details** |
| Hub.co  Folks & Cecoforma (Uhoda Group) | | Els Librecht, Shanna Emmers | Proj mgnt, new M365 tenant set up & migration old to new tenant. | Els.librecht@dynamic-events.be  +32 477 70 54 22 |
| Harte Hanks | | Veerle Vranken | Client Services Account Management, Operational lead | Veerle Vranken  +32 499 40 85 85 |
| Beliving | | Ignace Coppens | Proj mgnt around set up of new intranet for different tenants | Ignace Coppens  +32 497 48 50 89 |
| **Education** | | | | |
| Technical institute (commerce) – (Technisch Instituut Mariagaarde, Borgloon)  Courses : Communication & project management, direct marketing, CRM communication in change management, various company internal courses, company specific ERP systems. | | | | |
| **Certifications** | | | | |
| **Agile project management foundation**  **Certification Teamleader (crm)** | | | | |

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| **Languages** | | | |
|  | **French** | **Dutch** | **English** |
| **Spoken** | Good | Native | Fluent |
| **Written** | Good | Native | Fluent |
| **Comprehension** | Good | Native | Fluent |
|  | *Scale: native - fluent – good - basic* | | |

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| **Professional experience** *(for every position fulfilled, most recent first, add rows if needed)* | |
| **Company** | **Hub.co** |
| **Client** | KMG Accountants |
| **Period** | 05/2023 |
| **Role** | Project management |
| **Tasks** | Project manager and coordinating set up of intranet, using Viva Connections  Key user training content management of the intranet site |
| **Tools** | MS Teams, SharePoint, MS Viva |
| **Environment** | Microsoft 365 |
| **Methodology** | Agile |
| **Company** | **Hub.co** |
| **Client** | Beliving (Juntoo & Exterioo) |
| **Period** | 11/2022 – 04/2023 |
| **Role** | Project management |
| **Tasks** | Project management taks, coordinating set up of intranet (different entities), supporting the SharePoint architect on implementation |
| **Tools** | Sharepoint |
| **Environment** | Microsoft 365 |
| **Methodology** | Agile |
| **Company** | **Hub.co** |
| **Client** | YEAST |
| **Period** | 07/2022-support ongoing |
| **Role** | Project management |
| **Tasks** | Project management, supporting consultant in set up, migration from Google docs to M365, training, support in using MS Teams and other office applications, driving delivery to due date, providing documentation.  Ongoing support in M365 items |
| **Tools** | MS Teams, SharePoint, MS Lists |
| **Environment** | Microsoft 365 |
| **Methodology** | Agile |
| **Company** | **Hub.co** |
| **Client** | UITP |
| **Period** | 2023 ongoing |
| **Role** | Project management |
| **Tasks** | Document training of SharePoint sites to users on all levels.  Make information available on the M365 Tools  Organizing trainings on all departmental sites  Giving ongoing support when questions on SharePoint and integrations |
| **Tools** | SharePoint, MS Team, project management misc |
| **Environment** | Microsoft 365 |
| **Methodology** |  |
| **Company** | **Hub.co** |
| **Client** | Folks / Cecoforma |
| **Period** | 2022-2023 ongoing |
| **Role** | Project management |
| **Tasks** | Project mgmt. & supporting Cloud Architecture, providing training of project List application, providing training documentation, Support on Sharepoint (users) |
| **Tools** | Microsoft 365 Tools, SharePoint, OneDrive, Azure Active Directory |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | **Harte- Hanks** |
| **Client** | Various customers  Technology industry : Analog Devices; NXP Semiconductors most importantly  Pharmaceutical industry : Becton Dickonson, GSK, Cogstate, ERT  Automotive industry : BMW Belux, Mercedes Benz |
| **Period** | 2004-2020 |
| **Role** | Client Services Account manager, operations & process control |
| **Tasks** | Account & client services management existing clients - Hybrid functions: combination with internal operational management, implementation of integrated Marketing Projects and internal systems - Process Controller - Warehouse Operations Management Senior Account Manager & Quality coordinator - Overall account & client services management - Hybrid functions in combination with internal operational management, implementation of integrated Marketing Projects and internal systems - Quality management and process control Assuring Customer oriented project execution on an international level, leading a team of program managers responsible for the operational execution of the customized direct marketing programs. |
| **Tools** | Specific ERP systems, client owned |
| **Environment** | - |
| **Methodology** | - |
| **Management Skills** | |
| * Hands-on mentality * Operational and process driven follow up * Structured and transparent * Strong organizational skills, planning driven * Team player but can work independently * People manager * Open communicator, no-nonsense and to the point approach * Motivated and positive attitude | |
| **Technical Skills** | |
| * Microsoft 365 :   MS Teams, SharePoint, OneDrive, OneNote, MS Lists, MS Project, MS Viva, all Office Apps   * Teamleader CRM | |
| **Others** | |
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