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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 |

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| **Candidate Vs Position** |
| Steve has a wide experience in business processes and Microsoft tools. His experience in helping companies with user adoption and his pedagogical skills make him a very good change manager, coach and advisor to establish a plan for digital change |

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| **Candidate** | |
| **Last name** | *Da Re* |
| **First name** | *Steve* |
| **Date of birth** | *14/04/1978* |
| **Nationality** | *Belgian* |
| **Gender** | *Male* |
| **Employee or Freelance** | *Freelance* |
| **Availability** | 1/12/2022 |

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| **Professional References** | | | |
| **Company** | **Contact name** | **Professional relationships type** | **Contact details** |
| BNPPBF | Carl Lepoutre | User adoption and Training for Cisco Jabber & skype Rollouts | Carl.lepoutre@bnpparibasfortis.com  +32 470 19 29 59 |
| BNPPF | Tom Verbelen | Tribe Product Owner UCS | Tom.verbelen@bnpparibasfortis.com  +32 2 565 27 76 |
| BNPPF | Stephane Finchelstein | PMO NWOW | Stephane.finchelstein@bnpparibasfortis.com  +32 477 52 80 00 |
| Cecoforma (Uhoda group) | Els Librecht | Business owner of New Way of Working implementation | Els.librecht@dynamic-events.be  +32 477 70 54 22 |
| ORES | Michel Cremer | Process Owner Travaux Clients | Michel.cremer@ores.be  +32 477 369 667 |
| Alstom | Morgane Marlier | Industrial Methods & Tools Manager | morgane.marlier@alstomgroup.com  +32 474 59 09 32 |
| Province Brabant-Wallon | Patrick Dupont | Responsible IT | patrick.dupont@brabantwallon.be  +32 10 23 60 49 |
| Idema Sports | Marc Toussaint | ‘former’ Directeur IT | marc.toussaint@centreifapme.be  +32 477 42 67 22 |

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| **Education** |
| Bachelor IT management – Hogeschool Brussel  Bachelor IT – PHL Hasselt |

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| **Certifications** |
| Certification Powell software  Certification Teamleader  Microsoft SharePoint Administrator |

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| **Languages** | | | |
|  | **French** | **Dutch** | **English** |
| **Spoken** | fluent | native | fluent |
| **Written** | fluent | native | fluent |
| **Comprehension** | fluent | 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** | ORES |
| **Period** | 2022 – present |
| **Role** | SharePoint Coach /Trainer |
| **Tasks** | Coaching and Training key users & workshops with IT direction teams to define Taxonomy and Search |
| **Tools** | SharePoint, PnP Search, PowerPoint, OneNote, OneDrive |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.co |
| **Client** | Province Brabant-Wallon |
| **Period** | 2022 |
| **Role** | Microsoft 365 coach |
| **Tasks** | Define strategy with Management, which tools to use and how / create and perform training for end-users |
| **Tools** | Microsoft 365 : SharePoint, OneNote, OneDrive, Planner, Lists, Power Automate, … |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.Co |
| **Client** | Cecoforma – Group Uhoda |
| **Period** | 2021- 2022 |
| **Role** | User Adoption – SharePoint implementation & Training |
| **Tasks** | Traning, implementation SharePoint and Power Automate |
| **Tools** | Microsoft 365 Tools, OneNote, SharePoint, OneDrive, Planner, Power Automate, Azure Runbooks, PNP PowerShell |
| **Environment** | Microsoft 365 |
| **Methodology** | Agile |
| **Company** | Hub.co |
| **Client** | Alstom |
| **Period** | 2021 |
| **Role** | SharePoint Trainer / Coach |
| **Tasks** | Training and Coaching of SharePoint Site Owners |
| **Tools** | SharePoint / PowerPoint |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.co |
| **Client** | Idema Sports |
| **Period** | 2019 |
| **Role** | User Adoption MS Teams |
| **Tasks** | MS teams training/Coaching, define strategy on which tools to use for all departments |
| **Tools** | Teams, Planner, OneNote |
| **Environment** | Microsoft 365 |
| **Methodology** | Agile |
| **Company** | Tobania |
| **Client** | BNP Parisbas Fortis |
| **Period** | 2017-2019 |
| **Role** | User Adoption Consultant – Scrum Master of the Change and Adoption squad in the UCS Tribe (Tom Verbelen) |
| **Tasks** | Scrum master, Training and coaching |
| **Tools** | SharePoint, PowerPoint, OneNote, Planner, Power Automate |
| **Environment** | Microsoft 365 |
| **Methodology** | Agile, Scrum |
| **Company** | BDO |
| **Client** | *-* |
| **Period** | 2000-2017 |
| **Role** | Various Roles |
| **Tasks** | Head of ICT  Network administrator  Technical support specialist |
| **Tools** | MS Office, SharePoint, Serena Business Manager, Nintex, Power Automate, PNP PowerShell |
| **Environment** | Microsoft |
| **Methodology** | Prince2 / Scrum |

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| **Management Skills** |
| * Communication and motivation. * Forward planning and strategic thinking. * Problem solving and decision-making. * Mentoring * Pedagogical skills : communication, adaptability, collaboration, Inclusivity |

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| **Technical Skills** |
| Microsoft 365 environment – M365 – MS office – SharePoint – Teams – PowerAutomate – OneDrive – OneNote – MS Lists – Planner – ToDo – Yammer – Viva Connections- Viva Topic – Viva Learning – Delve – Stream on SharePoint- …  SharePoint Taxonomy & Search  SharePoint Communication Sites, Hub Sites, …  Powershell – Powershell Online PnP |

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| **Others** |
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