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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** |
| Wendy is a huge fan of Microsoft technologies and how they support knowledge management, social networking and collaboration. She always strives to understand the ongoing business processes and match these with the right tools to uplift productivity and efficiency.  Wendy also gives training and support in various Microsoft 365 tools to drive user adoption. When people don’t use the new tools, there’s no gain for it.  Wendy has worked previously at BNP Paribas Fortis from 2018-2019-2020 for the New Ways of Working program and the Windows 10 migration project. |

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| **Candidate** | |
| **Last name** | Peeters |
| **First name** | Wendy |
| **Date of birth** | 26/08/1976 |
| **Nationality** | Belgian |
| **Gender** | Female |
| **Employee or Freelance** | Freelance |
| **Availability** | 1/12/2022 |

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| **Professional References** | | | |
| **Company** | **Contact name** | **Professional relationships type** | **Contact details** |
| BNPPF | Carlos De Marmol | New Ways of Working Team |  |
| BNPPF | Tom Verbelen | Tribe Product Owner UCS |  |
| BNPPF | An Vincent | New EchoNet for General Secretariat |  |
| Cecoforma (Uhoda group) | Els Librecht | Business owner of New Way of Working implementation | Els.librecht@dynamic-events.be  +32 477 70 54 22 |
| KBC | Kurt Mees | Team Lead FAST Team | Kurt.mees@kbc.be  +32 471 17 99 90 |

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| **Education** |
| Bachelor Secondary Education and Teaching - Katholieke Hogeschool Limburg |

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| **Certifications** |
| Certification Powell software  Certification Teamleader |

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| **Languages** | | | |
|  | **French** | **Dutch** | **English** |
| **Spoken** | basic | native | fluent |
| **Written** | basic | 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** | YEAST |
| **Period** | 07/2022 – 08/2022 |
| **Role** | M365 Consultant / Cloud Architect |
| **Tasks** | Migration from Google Docs to M365, training and support in using MS Teams and other Office applications, setting up knowledge base in SharePoint |
| **Tools** | MS Teams, SharePoint, PnP Search, Lists |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.co |
| **Client** | UITP |
| **Period** | 01/2022 – present |
| **Role** | Training and support |
| **Tasks** | Hosting multiple training sessions in how to use M365 tools, providing support, creating bi-weekly tips and tricks for the end users |
| **Tools** | SharePoint, MS Teams |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.Co |
| **Client** | Cecoforma – Group Uhoda |
| **Period** | 11/2021 – present |
| **Role** | M365 Consultant / Cloud Architect |
| **Tasks** | Migration from on-prem to the cloud in M365, setting up dedicated dashboards/intranet sites for various departments, assigning roles and permissions in AAD |
| **Tools** | Microsoft 365 Tools, SharePoint, OneDrive, Azure Active Directory |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.co |
| **Client** | BNP Paribas Fortis – General Secretariat |
| **Period** | 09/2021 – present |
| **Role** | Consultancy |
| **Tasks** | Creating a dedicated intranet for General Secretariat, providing training for the site owners |
| **Tools** | SharePoint |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.Co |
| **Client** | Sabam |
| **Period** | 11/2021 – 01/2022 |
| **Role** | Consultancy |
| **Tasks** | Assisting in setting up a company intranet, provide training for different user groups |
| **Tools** | SharePoint, Powell software |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Hub.Co |
| **Client** | Deknudt-Nelis Advocaten |
| **Period** | 01/2021 – present |
| **Role** | Business Analyst/Consultancy |
| **Tasks** | Analyzing business needs for a custom app to provide client information, create the design, implementation and training of the Teamleader application (CRM) |
| **Tools** | SharePoint, Powell software, Teamleader |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Advantive |
| **Client** | BNP Parisbas Fortis |
| **Period** | 02/2017 – 03/2019 |
| **Role** | Consultancy |
| **Tasks** | Creating user information about the new tools in Microsoft 365, creating manuals for end users to support the Windows 10 migration, providing information in a custom SharePoint portal (My Daily Tools), functional end user support, training |
| **Tools** | SharePoint, PowerPoint, OneNote, Power Automate |
| **Environment** | Microsoft 365 |
| **Methodology** | - |
| **Company** | Advantive |
| **Client** | KBC |
| **Period** | 09/2014 – 12/2016 |
| **Role** | Change Officer / M365 Coach / Consultancy |
| **Tasks** | Change management: setting up documentation for user governance; creating user adoption guidelines and procedures; co-host in change awareness events via webinars, roadshows, communication; managing feedback during change process via custom form  M365 Coach: assisting in the business guidance and support for SharePoint; training via webinars, meetings; online support  Consultancy: analyzing business needs and designing the functional analysis; if possible, configure/design the solution in M365; setting up end-of-year online contest via custom form |
| **Tools** | SharePoint, PowerPoint, OneNote, InfoPath |
| **Environment** | Microsoft 365 |
| **Methodology** | - |

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| **Management Skills** |
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| **Technical Skills** |
| M365: MS office, SharePoint, MS Teams, PowerAutomate, OneDrive, OneNote, MS Lists, Planner, ToDo, M365 global administration  Microsoft Viva: Viva Connections, Viva Insights, Viva Topics, Viva Learning, Viva Goals  Powell software |

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| **Others** |
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