Resumé– Kim Berntson

Work experience (relevant)

2012-07 – 2021-06 IT/Systems Manager, NEAT AB

Developed and managed the IT infrastructure regarding physical and virtual servers, routers, backup, security, etc. as well as purchase, configuration and maintenance of 50+ workstations and 25+ users.

Managed and participated in projects for internal IT-services (e.g., JIRA OnPrem, SharePoint OnPrem, svn/Redmine) for/with different departments within the company.

I was also responsible for layouting and production of all user manuals and technical handbooks (done with Adobe InDesign/Illustrator/Photoshop) in close collaboration with product managers.

2007-07 – 2012-06 Logistics Manager, NEAT AB

When the company started growing I structured (both physically and administratively) procurements, warehouse, production to handle a near 200% yearly revenue increase.

2005-05 – 2007-06 Administration Manager, NEAT AB

First employee at NEAT AB to manage the bookkeeping/finances until we recruited a financial manager and I implemented an ERP system and founded an administrative and physical structure. I also worked in prototype production, manufacturing, created a new domain based IT structure, handled returns and support issues.

Work experience (other)

2002-12 – 2003-06 Accounting assistant, ÅRE AB (Skistar), Åre

2003-12 – 2004-06 Accounting assistant, ÅRE AB (Skistar), Åre

1998-01 – 1998-06 Project assistant, EURESCO, Brussels, Belgium

1997-06 – 1998-06 Travelling fitter, Lundh Sails – Germany, Czech Republic

Education

1998-08 – 1999-01 Erasmus exchange student at Université de Montpellier II

Studies in law and accounting.

1995 – 2000 Umeå Business School, Umeå University, Umeå

Bachelor degree (civilekonomexamen) in international accounting and controlling. Internship at Svenska Handelsbanken in Luxembourg summer 1997 and 1998.

1986 – 1990 Tycho Brahe high school , Helsingborg

High school engineer, 4-year technical line, electrical/teletechnical variant.

Courses and certificates (selection)

IT Project Management: Delivering successful IT projects - 2021
Udemy

Become a Project Manager - 2021
in LinkedIn Learning

The Complete Project Management Fundamentals Course - 2021
Udemy

Hard/soft skills

Level 5 – Very good
- Windows Server and network (e.g. AD, DHCP, GPO, DFS, DC, server/client installation)
- Microsoft 365/Office365 – Teams, SharePoint
- Atlassian JIRA – On premise/Cloud
- Problem solving
- Keen to learn/prone to change
- Adobe InDesign

Level 4 – Good
- Project management
- Communication
- Accounting
- Working both individually and in teams depending on the circumstances

Level 3 – Basic/knowledge
- Agile methods
- HTML, CSS, JavaScript, Git/BitBucket
- Microsoft Azure

Other experiences
- Bartender
- Editor in chief for a student magazine
- Express messenger for InterCity Ordonnansen all over Europe
- Run my own company

Languages

Swedish (native), English (advanced), French (good), Spanish (good), Danish (good), Norwegian (good), German (beginner), Italian (beginner).

Misc.

Driver's licenses: A, B