Resumé– Kim Berntson

# Work experience (relevant)

### 2012-07 – 2021-06 IT/Systems Manager, [NEAT AB](https://www.neat-group.com)

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](https://www.neat-group.com)

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](https://www.neat-group.com)

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

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### 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

* 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