Afbeelding met schermopname, Graphics, ontwerp

Automatisch gegenereerde beschrijving

**Sofie Voorhoof**

Date of birth: 18/02/1983 **|** Nationality: BE  **|** Gender: Female  **|**

Oudewee 100, DRONGEN, BE

**PROPOSED POSITION:** Project Manager (Senior)

Sofie has more than 15 years of relevant experience as a project manager at clients such as the Flemish Government, the

European Copper Institute, Toerisme Oost-Vlaanderen and Paddle/kañooh. Her current responsibilities at Randstad Digital Belgium include but are not limited to the determination, together with all stakeholders, of the scope, expectations and timeframe of projects, keeping overview of different assets needed to ensure the quality of the project such as project plan, test plan, quality plan, service management and act as a moderator in progress and status meeting between the team and the client, to ensure the right solution is delivered to the client. She is familiar with the following technologies and methodologies: Agile/Scrum, Prince2, PMBOK, Drupal 7 and CMS in general. She holds a Master in Communication Sciences and a Postgraduate Degree in Management & Communication. Her mother tongue is Dutch and she has a good knowledge of English (C1) and French (C1).

**WORK EXPERIENCE**



08/2024 - Ongoing

**Senior Project Manager** - Randstad Digital (SCK CEN)

SCK CEN is a research center focusing on nuclear scientific research. Randstad Digital provides advice, development, support, and, hosting for over 10 Drupal websites, including the main public website and the intranet.



03/2024 - Ongoing

**Senior Project Manager** - Randstad Digital (Infrabel)

Infrabel is the Belgian railway infrastructure manager responsible for managing, building, and maintaining the railway network. Randstad Digital supports Infrabel with a range of services, including functional and technical analysis, SEO advice, development, and support on the infrabel.be website, with a strong focus on security and usability.



05/2023 - Ongoing

**Senior Project Manager** - Randstad Digital (Knauf Insulation)

Knauf Insulation is a company specialized in the production of sustainable insulation materials for construction and industry. Randstad Digital developed the third-party app platform and provides hosting and further support.



04/2023 - Ongoing

**Senior Project Manager** - Randstad Digital (Brussels School of Governance (BSOG))

BSOG (Brussels School of Governance) is a partnership between the Institute for European Studies (VUB) and Vesalius College, focused on offering education and research programs in governance and international relations. Randstad Digital was responsible for the rebranding and rebuilding of the new website.



09/2022 - Ongoing

**Senior Project Manager** - Randstad Digital (Muntpunt)

Muntpunt is a meeting point, a library, a house full of information and your window onto Brussels.   
Randstad Digital rebuilt the Muntpunt website, which is strongly connected to the library websites of Cultuurconnect, which we also manage.



06/2022 - Ongoing

**Senior Project Manager** - Randstad Digital (BRIK)

The MyKot platform tries to bring students and landlords together in a simple way. The website makes the available rooms and studios easy to find, and supports landlords in the renting process.  
  
Randstad Digital created the new MyKot platform and audit tool and is now in charge of further development and support.



01/2022 - Ongoing

**Senior Project Manager** - Randstad Digital (The Department of Agriculture and Fisheries (Flemish Government))

The Department of Agriculture and Fisheries deals with the development, implementation, control and evaluation of all matters in the field of agriculture, horticulture, fisheries and the countryside. The department works in close cooperation with the Minister of Agriculture.  
  
Randstad Digital was in charge of the renewal of 2 new websites, built in Drupal 9 and is now providing further maintenance and support services.



01/2022 - Ongoing

**Senior Project Manager** - Randstad Digital (The Flemish Institute for Quality of Care (VIKZ))

The Flemish Institute for Quality of Care aims to improve the quality of care and patient safety in various sectors of Flemish healthcare and residential care.   
Randstad Digital is currently building the new website including external integrations, which will make it possible to transparently present all relevant data on the website.



09/2020 - Ongoing

**Senior Project Manager** - Randstad Digital (Westtoer)

Westtoer is the tourism board of the Belgian province of West-Flanders.   
The organisation operates 5 different websites for the different tourist regions in the province. The fully responsive websites pull data about hotels, restaurants and other tourism attractions from a centralised database, and make that information findable on the websites using advanced search and filter pages.



05/2019 - Ongoing

**Project Manager** - Randstad Digital (Vrije Universiteit Brussel)

Vrije Universiteit Brussel is an internationally oriented university in Brussels. Through tailor-made high quality research and education, VUB wants to contribute in an active and committed way to a better society for tomorrow. Randstad Digital supports VUB with the development of custom websites in various technologies and long-term support and maintenance.



04/2019 - Ongoing

**Project Manager** - Randstad Digital (Cultuurconnect)

Cultuurconnect supports municipalities with the digital challenges of their cultural policy, with emphasis on public libraries, culture and community centers and with attention to cross-sectoral connections. Randstad Digital provides the support and further development of the hundreds of library websites.



04/2009 - Ongoing

**Project Manager** - Randstad Digital (Various clients)

Project management of several small and some larger web projects in parallel. The projects mainly consist in the creation of websites based on the open source Drupal technology which were created by a team of on average 8 people, stretching from smaller, static websites to more complex enterprise websites such as the international website of Randstad Digital. The sectors for which these sites were created vary from both the public sector to a wide range of businesses in the private sector such as retail, energy, finance, entertainment. Clients: Flemish Government, National bank of Belgium, Westtoer, Cultuurconnect, IVAGO, European Copper Institute, FSMA, ...\* Determination, together with all stakeholders, of the scope, expectations and timeframe of the project.  
\* Keep overview of different assets needed to ensure the quality of the project: project plan, test plan, quality plan, …  
\* Track project progress on activity basis and deliverables.  
\* Meet with the client to discuss risks and possible technologies.  
\* Act as a liaison between the resource manager and the operational manager of the  
customer in order to discuss the needs.  
\* Act as a moderator in progress and status meeting between the team and the client, to  
ensure the right solution is delivered to the client.  
\* Act as a change / expectations manager to ensure adoption of projects is on a high level.  
\* Provide solutions for all facets of projects (contingency plans, risk assessments, planning, strategies and business value, …).  
\* Define and monitor a granular project budget.



01/2020 - 12/2020

**Senior Project Manager** - Randstad Digital (ESN)

Randstad Digital developed the new Paddle CMS platform for ESN (European Service Network). Paddle is a “Drupal-as-a-service” platform that allows you to set up new websites very quickly. With the Paddle CMS platform we assure the non-profit sector and governments of a safe and accessible website. The Paddle platform has been developed via the Drupal multisite principle where every website uses the same uniform codebase but has its own database and configuration. It is possible to configure which languages and which modules are active per website without technical intervention.



09/2018 - 03/2020

**Project Manager** - Randstad Digital (Vlaams Verkeerscentrum)

Vlaams Verkeerscentrum groups all tasks related to operational traffic and tunnel management on the Flemish main roads. Vlaams Verkeerscentrum is a division of the "Agentschap Wegen en Verkeer" from the Flemish Government. Randstad Digital developed a new website with a modern look & feel, user friendly functionalities and necessary links between the different components to get to the ecosystem that will allow Vlaams Verkeerscentrum to achieve its goals.



12/2017 - 11/2019

**Project Manager** - Randstad Digital (Nationale Bank van België)

The National Bank is the central bank of Belgium and carries out tasks of general interest, both at national and international level.   
Randstad Digital developed, among other things, a new Intranet in Drupal, the new public nbb.be website, and provided a rebuild in Drupal 10 of the NBB Jobs website. Our client team is also responsible for the maintenance, support and hosting of the bank's Drupal websites.



05/2018 - 08/2019

**Project Manager** - Randstad Digital (Toerisme Provincie Antwerpen)

Tourism Province of Antwerp (TPA) is a provincial tourist partnership. It sets out the tourism policy of the province of Antwerp and stimulates the development of  
tourism in this province. Randstad Digital developed the data  
management system for the internal and external (marketing) operation of TPA.



06/2017 - 03/2018

**Project Manager** - Randstad Digital (Leiedal)

The Digital Region of Kortrijk is a shared CMS platform on Drupal used by 12 towns and cities in the province of West Flanders. The sites offer all usual e-government features such as news, events, web forms, addresses, opening hours, products, documents, social media sharing, and self-service tools.   
Randstad Digital built the platform in 2008 on Drupal 5 and upgraded the platform to Drupal 7 in 2014. In 2017 we built a renewed version of the platform in Drupal 8.



09/2016 - 04/2017

**Project Manager** - Randstad Digital (Paddle/kañooh)

Definition and development of a multisite platform (Paddle) to deliver Drupal websites on a Software-as-a-Service basis with a self-service interface and admin dashboard. The platform is based on a new Drupal distribution in combination with a Drupal App Store. Development of a Drupal hosting environment on a Platform-as-a-Service basis.  
kañooh is the implementation of this platform for the Flemish Government.



09/2016 - 12/2016

**Project Manager** - Randstad Digital (Stad Ronse)

For the City of Ronse Randstad Digital created a city-website in Drupal 8, based on the generic template for local government websites we created and are maintaining for several other towns and cities in West-Flanders. The platform results in a modern, mobile friendly and citizen-driven website that offers great flexibility to the city administration to launch additional subsites and sections. In 2017 the website will be extended with an “e-loket” that connects to the cities CRM system.



03/2015 - 02/2016

**Project Manager**  - Randstad Digital (Westtoer)

Westtoer is the tourism board on the Belgian province of West-Flanders. The organisation operates 5 different websites for the different tourist regio’s in the province. The full responsive websites pull data about hotels, restaurants and other tourism attractions from a centralized database, and make that information findable on the websites using advanced search and filter pages.



03/2015 - 12/2015

**Project Manager** - Randstad Digital (Pioneer)

Randstad Digital handled the setup of this pan-European CMS platform on Drupal, the migration of technical information of more than 300.000 products from the old Oracle based CMS, and the setup of 12 country-sites, all of which are multilingual.  
  
Randstad Digital also provides two webmasters to handle the day-to-day content updates on all Pioneer Europe sites.



01/2015 - 03/2015

**Project Manager** - Randstad Digital (NN Group)

Early 2015 Randstad Digital delivered the new corporate website for the Belgian/Dutch insurance company NN Group. The site contains the usual corporate content such as press releases and events. Visitors can see the job openings and apply online thanks to a live API integration with NN Group’s backend HR system. In addition, Randstad Digital also handled security configuration for this site in the financial industry.\* Determination, together with all stakeholders, of the scope, expectations and timeframe of the project.  
\* Keep overview of different assets needed to ensure the quality of the project: project plan, test plan, quality plan, …  
\* Track project progress on activity basis and deliverables.  
\* Meet with the client to discuss risks and possible technologies.  
\* Act as a liaison between the resource manager and the operational manager of the  
customer in order to discuss the needs.  
\* Act as a moderator in progress and status meeting between the team and the client, to  
ensure the right solution is delivered to the client.  
\* Act as a change / expectations manager to ensure adoption of projects is on a high level.  
\* Provide solutions for all facets of projects (contingency plans, risk assessments, planning, strategies and business value, …).  
\* Define and monitor a granular project budget.



12/2014 - 01/2015

**Project Manager** - Randstad Digital (Leiedal)

The Digital Region of Kortrijk is a shared CMS platform on Drupal used by 12 towns and cities in the province of West Flanders. The sites offer all usual e-government features such as news, events, web forms, addresses, opening hours, products, documents, social media sharing, and self-service tools.   
  
Randstad Digital built the platform in 2008 on Drupal 5 and upgraded the platform to Drupal 7 in 2014. One of our client teams is continuously working on extending the platform for this client.



01/2013 - 08/2014

**Project Manager** - Randstad Digital (Médecins Sans Frontières (MSF))

MSF assigned a project to Randstad Digital to develop a worldwide Drupal based CMS platform to host the 30 different national country-sites the organisation operates. The platform was initially developed as a multi-site Drupal setup including connectors to a Media Asset Management System and national online donation tools.   
  
In the second phase the international website, msf.org, was implemented on the platform.  
  
In the third phase of the different country sites were migrated to the platform including: US, UK, Italy, Ireland, and Canada. During the summer, a rebuild was implemented to make the platform even more performant and stable.



03/2013 - 03/2014

**Project Manager** - Randstad Digital (Toerisme Oost-Vlaanderen)

Randstad Digital has developed 5 websites and a few additional campaign websites for Toerisme Oost-Vlaanderen.  
In addition to a great deal of content, interactive elements were also provided such as a map, search function for events, and cycle routes, links with a web shop and integrations with existing (tourist) databases.



03/2009 - 04/2009

**Project Manager** - Contactpunt

Project: Contactpunt is a communication agency that handles both print and web.   
I was in charge of the project management of a web project for Alfa Pro, a company active in the construction sector.  
  
- Meeting with stakeholders to determine scope and expectations of the project.  
- Definition of project strategies.  
- Definition of project timeframe, tasks and deliverables.  
- Provision of status reports.  
- Overall delivery and quality assurance.



04/2007 - 03/2009

**Project Manager** - ArtemisEurope

Artemis Europe is a consultancy company that helps other companies realise growth by  
providing a series of services: Consulting, Talent Staffing, Training, Coaching and Sales Support.  
Several client projects were managed in parallel.  
  
- Determination, together with all stakeholders, of the scope, expectations and timeframe of the project.  
- Definition of tasks and deliverables.  
- Evaluation of the product vision.  
- Define project strategies.  
- Follow-up on progress.  
- Host progress meetings.  
- Frequent communication with all (internal and external) stakeholders.  
- Provision of status reports.  
- Collect, document, challenge and follow up on the logistics oriented requirements & processes.  
- Keeping track of requirements and deadlines.  
- Defining and monitoring project budget.  
- Overall delivery and quality assurance.

**EDUCATION AND TRAINING**



09/2005 - 06/2006

**Postgraduate Degree – Management & Communication** - Hogeschool Gent

09/2001 - 06/2005

**Master in Communication Sciences** - Universiteit Gent

12/2017 - 12/2017

**Project & Change management** - Propellor

04/2015 - 04/2015

**People Management** - Cevora

09/2012 - 09/2012

**Initiation Photoshop** - Syntra

06/2008 - 06/2008

**Social Law** - Cevora

05/2007 - 05/2007

**Coaching on the work floor** - Syntra

**LANGUAGE SKILLS**



|  | UNDERSTANDING | | SPEAKING | | WRITING |
| --- | --- | --- | --- | --- | --- |
|  | Listening | Reading | Spoken production | Spoken interaction |  |
| **Dutch** | C2 | C2 | C2 | C2 | C2 | |
| **French** | C1 | C1 | C1 | C1 | C1 | |
| **English** | C1 | C1 | C1 | C1 | C1 | |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

**DIGITAL SKILLS**



Management skills : Project management  **|**  PRINCE2  **|**  Budget management  **|**  Planning management  **|** Methodologies : Agile  **|**  Scrum  **|**  Kanban  **|** Management Frameworks : PMBOK  **|** Systems and platforms : Jira  **|** Programming languages : Laravel  **|**  Vue.js  **|** CMS : Drupal  **|** Other: Training & documentation  **|**  Analysis  **|**  QA  **|**

**ORGANISATIONAL AND COMMUNICATION SKILLS**



**Organisational skills**



* **Project Planning & Execution:** Sofie demonstrates this skill by "determination, together with all stakeholders, of the scope, expectations and timeframe of projects" and "Track project progress on activity basis and deliverables" across numerous projects for diverse clients.
* **Resource Management:** Evident through "keeping overview of different assets needed to ensure the quality of the project such as project plan, test plan, quality plan, service management" indicating an ability to manage various project components.
* **Budget Management:** Sofie has extensive experience in "Defining and monitoring a granular project budget," showcasing a direct responsibility for financial oversight on projects.

**Communication skills**



* **Stakeholder Management:** Sofie "Act as a moderator in progress and status meeting between the team and the client, to ensure the right solution is delivered to the client" and "Meet with the client to discuss risks and possible technologies," indicating effective interaction with various parties involved in a project.
* **Liaison & Coordination:** Demonstrated by her role to "Act as a liaison between the resource manager and the operational manager of the customer in order to discuss the needs," highlighting her ability to facilitate communication between different internal and external teams.
* **Expectation Management:** Sofie adheres to "Acting as a change / expectations manager to ensure adoption of projects is on a high level," showing her proactive approach to managing client and team expectations throughout a project lifecycle.