

APPLICATION FOR

# Project Manager Digitalization

Example Company Inc.



## Tristan Germer

Digitalization & Automation | System & Process Control  
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Date of Birth	19.10.1981
Working Languages	German (Native), English (Fluent)
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# Professional Experience

Since 10/2025	<b>Career Transition – Digitalization &amp; System Control</b> Career Reorientation <ul style="list-style-type: none"><li>• Deliberate professional transition phase for deepening expertise and strategic repositioning.</li><li>• Focus on digitalization, automation, and system control in cross-functional and staff roles.</li><li>• Transfer of technical automation and control logic to organizational contexts.</li></ul>
03/2025 09/2025	<b>Senior Software Consultant DMS</b> akdb.digitalfabriX GmbH, Munich · Employee <ul style="list-style-type: none"><li>• Project management for DMS implementation</li><li>• Requirements analysis &amp; process consulting</li><li>• Customer training &amp; workshops</li><li>• System configuration &amp; authorization concepts</li><li>• Release and update management</li></ul>
10/2022 12/2024	<b>Consultant for Quality Management, Controlling, and Central Steering Support</b> Bayerische Verwaltungsschule (BVS), Munich · Employee <ul style="list-style-type: none"><li>• Advancement of central controlling.</li><li>• Revision of the evaluation system, including the integration of automation and increased efficiency of the feedback process.</li><li>• Development, didactic preparation, and delivery of training programs (e.g., Confluence, MS Office, evasys).</li></ul>
09/2013 09/2022	<b>Project Manager and Product Manager</b> Munich University of Applied Sciences (HM), Munich · Employee <ul style="list-style-type: none"><li>• Management and successful implementation of a DMS (d.velop d3) for digitizing application and administrative processes.</li><li>• Design and implementation of organization-wide workflows for 14 faculties (&gt;200,000 documents/year), reducing processing time by approx. 30%.</li><li>• Ensuring compliance through audit-proof archiving and integration of adjacent specialized procedures.</li><li>• Conception of training programs, user support, and development of KPI dashboards for management and transparency.</li></ul>
03/2008 12/2008	<b>weku münchen</b> Hebertshausen · Self-employed Salesman
05/2004 06/2008	<b>Consultant and Seller</b> Vorwerk Deutschland Stiftung & Co. KG, Munich · Self-employed Salesman
05/2003 06/2004	<b>Trainee Branch Manager / Deputy</b> LIDL Vertriebs GmbH & Co. KG, Munich · Employee

## University Education

05/2016	<b>Technical Communication, Master of Science (MSc)</b>	Danube University Krems
04/2018	Thesis: Methods of technical documentation applied in the administration within universities of applied sciences	Krems, Austria
03/2009	<b>Business Administration, Bachelor of Arts (BA)</b>	Munich University of Applied Sciences
08/2013	Major: Project Consulting and Project Management Thesis: BLENDED LEARNING WITH THE APPLE IPAD. Possible applications and simple implementations using the example of presentation training	Munich, Germany

## Additional Qualifications

10/2024	<b>iOS Development with SwiftUI and SwiftData, Nanodegree</b>	UDACITY
12/2024		Online
08/2024	<b>Professional Scrum Product Owner (PSPO I)</b>	Scrum.org Online
07/2024	<b>Professional Scrum Master (PSM I)</b>	Scrum.org Online
07/2015	<b>Leading Projects</b>	B-SCT
06/2015	<b>Managing Projects</b>	B-SCT

## Projects

01/2026	<b>ClearControl.de – Clarity for Smart Home Controls</b> <ul style="list-style-type: none"><li>• Web app for creating professional labels for switches and remote controls of smart home systems.</li><li>• Independent conception and implementation of a productive web tool to solve a concrete user problem.</li><li>• Focus on UX, system logic, automation, and a functioning end-to-end solution.</li></ul>
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## Skills

**OFFICE** Word · Excel · PowerPoint · Visio · DMS d.velop d3 · komXwork

**PROGRAMMING** Swift · JavaScript · TypeScript

**DATA ANALYSIS** SQL · Excel (Advanced) · MS Power BI

**DESIGN** Adobe Creative Suite (Photoshop, Illustrator, InDesign) · Affinity Suite (Designer, Photo, Publisher) · Final Cut Pro X · Motion

**AI & TOOLS** Claude Code · GitHub Copilot · Prompt Engineering

## References

### **Pia Hetzel**

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Consulting and Enrollment  
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### **Prof. Dr. Angela Poech**

Professor for Entrepreneurship,  
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### **Aria Djamschidi**

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