

Consultant Profile



PERSONAL DETAILS

date of birth	<ul style="list-style-type: none"> ▪ November 19, 1968
place of birth	<ul style="list-style-type: none"> ▪ Medebach / Westphalia / Germany

PROFILE

Profound knowledge	<ul style="list-style-type: none"> ▪ Many years of experience in human resources and organizational development; some of them in managerial position ▪ Management experience such as Direct Report to the managing board ▪ Great expertise in consulting, coaching, and training through continuous personal development and further education activities ▪ Multifaceted experience in staff and executive development for diverse companies and sectors
Personal strengths	<ul style="list-style-type: none"> ▪ Great leadership and team qualities ▪ High motivation ▪ High empathy ▪ Positive attitude

FOCAL POINTS

	<ul style="list-style-type: none"> ▪ Interim management in human resources development ▪ Systemic consulting of process development (personnel and organizational development) ▪ Executive development and training ▪ Individual and group coaching ▪ Introducing and monitoring of mentoring programs ▪ Introducing and monitoring of 360° feedback processes ▪ Facilitating workshops
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EXPERIENCE

<p>12/2009 -</p> <p>PE²</p> <p>Hannover</p>	<ul style="list-style-type: none"> ■ self-employed/freelancing <ul style="list-style-type: none"> – Interim management in human resources development – Systemic consulting of process developments (personnel and organizational development)
<p>12/2009 – 04/2010</p> <p>arvato systems</p> <p>Gütersloh</p>	<ul style="list-style-type: none"> ■ "Interim Manager Human Resources Development“ <ul style="list-style-type: none"> – Preparing and attending an HR retreat (talent management conference) – Designing and monitoring personnel development programs
<p>2006 - 2009</p> <p>CONTUR GmbH</p> <p>Hannover</p>	<ul style="list-style-type: none"> ■ "Consultant Management Development & Coaching“ <ul style="list-style-type: none"> – Process consulting, process monitoring and facilitation of projects/workshops in the field of personnel/organizational development – Monitoring of 360° feedback processes (designing and introducing, implementing and coaching through appraisals) – Monitoring and implementing selection processes (Assessment/Development Center) – Designing and monitoring of mentoring programs – Designing and monitoring of personnel development programs for different target groups – Designing and conducting trainings in: communication, team and leadership development – Key account and project responsibility
<p>2004 - 2006</p> <p>NORDSEE</p> <p>Fisch-Spezialitäten GmbH</p> <p>Bremerhaven</p>	<ul style="list-style-type: none"> ■ "Director Training and Continuing Education“ <ul style="list-style-type: none"> – Responsibility for the overall training and continuing education measures in Germany and Austria; headquarters and NORDSEE stores – Managerial responsibility for 5 employees – Project responsibility for and project leader of strategic staff projects (succession planning); – Selection and hiring of trainees and employees – Design and implementation of personnel development measures (trainings and coachings) – Design, coordination, and publication of internal communication media (staff magazine) – Editorial responsibility for the NORDSEE intranet – Budget planning and budget responsibility

<p>2001 - 2004</p> <p>Wal-Mart Germany GmbH & Co. KG Wuppertal</p>	<ul style="list-style-type: none"> ■ "Manager Training & Development“ <ul style="list-style-type: none"> – Responsibility for complete training and continuing education measures (Stores and Home-Office) with up to 18 employees – Contact partner for training and continuing education for Wal-Mart international including participation in international meetings concerning these topics – Responsibility for the implementation of international concepts and standards – Budget planning and budget responsibility – Contact partner for training and continuing education issues for different workers' council committees of the company – Implementation of trainings and monitoring of workshops for different target groups
<p>2000 - 2001</p> <p>Wal-Mart Germany GmbH & Co. KG Wuppertal</p>	<ul style="list-style-type: none"> ■ "Project Manager Training Stores“ <ul style="list-style-type: none"> – Coordination of all training and continuing education measures for trainees and employees in the stores – Extracting and defining training measures in collaboration with trainers, departments, and workers' council – Running trainings and seminars for different target groups – Monitoring workshops – Managerial responsibility for 10 employees
<p>1997 - 2000</p> <p>AVA - Allgemeine Handelsgesellschaft der Verbraucher AG Bielefeld</p>	<ul style="list-style-type: none"> ■ "Trainer“ Continuing Education <ul style="list-style-type: none"> – Design and implementation of an international exchange program (Germany – USA) for young professionals – Design and monitoring of a corporate executive development program – Design and implementation of trainings
<p>1996 - 1997</p> <p>AVA - Allgemeine Handelsgesellschaft der Verbraucher AG Bielefeld</p>	<ul style="list-style-type: none"> ■ "Trainer/Instructor“ Training <ul style="list-style-type: none"> – Design and execution of commercial and product trainings for apprentices and trainees of the company – Support of trainees of the concern's service agencies (business people in wholesale and foreign trade; qualified IT specialist etc.) – Compilation and execution of aptitude tests for apprentices – Design of vocational education course "Trading Assistant for High School Graduates“ – Member of examination board of the chamber of commerce

EDUCATION

1990 – 1995	Georg-August-University Göttingen <ul style="list-style-type: none"> ▪ Study of economics education I - teacher of commercial studies -
1989 – 1991	Georg-August-University Göttingen <ul style="list-style-type: none"> ▪ Study of sport science
1985 – 1988	Städtisches Gymnasium Winterberg <ul style="list-style-type: none"> ▪ Secondary school - higher education entrance certificate -

Continuing education and trainings

2009 - 2011	<ul style="list-style-type: none"> ▪ KE + P - Coaching, continued education
2009	<ul style="list-style-type: none"> ▪ CONTUR/M. Kossman - Transactional analysis for consultants/trainers
2007-2009	<ul style="list-style-type: none"> ▪ WSFB - Systemic organizational consultant, continued education
2008	<ul style="list-style-type: none"> ▪ Insights Discovery - Personal Preference Profile ▪ CONTUR intern - Business English
2007	<ul style="list-style-type: none"> ▪ Wildenmann Tools & Services - Workplace Big Five (personality test) ▪ WorldWork - The international profiler (personality test) ▪ amt management performance ag - Performance Coach, continued education ▪ shl - OPQ 32 «trained user»
2006	<ul style="list-style-type: none"> ▪ New Horizons - Sovereignty training / rhetorics & presentations
2005	<ul style="list-style-type: none"> ▪ HSK Wirtschaftsberatung AG - Sciopos "Potential Analysis" ▪ New Horizons - Microsoft PowerPoint 2003 ▪ Krawiec Consulting - Train the Trainer
2003	<ul style="list-style-type: none"> ▪ Caliper - Individual Developmental Profile ▪ Wal-Mart inhouse - Business English - Basics of labor law - Advanced course labor law

2002	<ul style="list-style-type: none"> ▪ Mercury Training Consulting - Intercultural awareness ▪ Wal-Mart International - Walton Institute of Retailing ▪ Technische Akademie Wuppertal e.V. - Educational controlling and knowledge transfer reinforcement for on-the-job training ▪ Wal-Mart intern - How to deal with difficult situations in seminars
2001	<ul style="list-style-type: none"> ▪ ToP Business AG - Facilitation and meetings ▪ Management Circle - Coaching of employees - Coaching of teams ▪ Wal-Mart intern - Leadership Foundations
2000	<ul style="list-style-type: none"> ▪ Wal-Mart inhouse - Leadership, seminar
1999	<ul style="list-style-type: none"> ▪ AVA/gdr intern - Excel basics - Introduction to project management - PowerPoint - Word, advanced ▪ AVA inhouse - Facilitation, training - Grid team development for employees
1997	<ul style="list-style-type: none"> ▪ IHK Ostwestfalen zu Bielefeld - Instructor qualification certificate
1996	<ul style="list-style-type: none"> ▪ Deutsches Grid Institut - Management Grid, seminar ▪ SKIP - Train the trainer (basics)

FURTHER SKILLS

<ul style="list-style-type: none"> ▪ English, both written and spoken ▪ Proficiency in MS-Office products and Lotus Notes

PRIVATE INTERESTS AND HOBBIES

<ul style="list-style-type: none"> ▪ Athletics (running, inline skating, handball, skiing, motorbiking) ▪ Literature ▪ Cooking for and with friends
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