Resume

Andreas Ponto

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Senior Consultant, Coach & Project Manager

ITIL & Service Management

Year of birth: 1970

Project experience since: 1990

Rolls: Entrepreneur, Consultant, Project Manager, Coach, Mentor

Qualification

- Degree: State-certified computer scientist specialising in business administration
- Foreign languages: English (business fluent), French (good)
- Certifications
    - Certified Senior Coach – LINC Personality Profiler
    - ITIL Foundation v3
- Training courses
    - Leadership in top positions
    - Kaizen
    - Negotiating professionally
    - Contemplation
    - Commercial financial accounting, cameral financial accounting, double-entry accounting
    - Power BI, Cubeware, Navision
    - Study Educational Science / Ev. Theology
    - St. Galler Management Seminar für KMU

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- **Focus IT project management:**
    - Process optimisation and introduction of IT Service Management
    - Fine conception of interfaces, migration, administration, ERP-system, rollout
    - Digitization, DMS, Workflow
    - Workshop moderation
    - Applications migration
    - Roll-out of applications and technologies
    - Provider management

- **Focus Consultant, Coach, Mentor**
    - Analysis, adaptation and implementation of IT service processes according to ITIL
    - ITSM tool implementations and changes
    - Standardisation, harmonisation or consolidation of IT landscapes
    - Team building
    - Moderation
    - Management consulting and coaching
    - Personal Coach
    - Human resources development
    - Process optimisation
    - Spiritual accompaniment
    - Vision-, strategy-, goal-finding

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Branch experience

- ■ Business consulting and executive coaching (current):

  Certified Senior Coach (LPP LINC)
  - ▪ Personal Coach
  - ▪ Leadership Development
  - ▪ Team Building

- ■ IT Research & Development (current):

  Funding advice and application (IBB und ILB)
  - ▪ Workshop moderation
  - ▪ Preparation of project outline, project description and work package planning
  - ▪ Business plan creation

- ■ Public sector:

  Various Protestant regional churches and church districts (current):
  - ▪ Consulting Introduction of DMS and invoice workflow (rollout phase)
  - ▪ Consulting Introduction of DMS and invoice workflow (pilot phase)
  - ▪ Consulting finance department processes and team
  - ▪ Process mapping Introduction of LogaHR HR software

  Church administration of Württemberg (2022-07/2024):
  - ▪ Process consulting for invoicing
  - ▪ Tool development for outgoing invoice list and invoicing
  - ▪ Tool development for service charge settlement
  - ▪ Workshop moderation

  Protestant Church of Württemberg, Oberkirchenrat (2017-2021):
  - ▪ Sub-project manager changeover from Navision 2016 (cameralistics) to double-entry accounting in Navision BC (newsystem) for payroll accounting ZGAST, personnel cost replacement FWExAp
  - ▪ Sub-project manager changeover from Navision 2016 (cameralistics) to double-entry accounting in Navision BC (newsystem) for interface connections of all kinds

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- Technical project manager changeover from Navision 2016 (cameralistics) to double-entry accounting in Navision BC (newsystem) for the sub-projects ZGAST (payroll accounting, personnel cost reimbursement), interfaces, migration incl. rollout concept, ePortal, administration in the pilot and implementation phase

- Administrator IT Financial Management Navision 2016 (cameralistics and double-entry)

- Head of IT Financial Management Navision 2016 (cameralistics and double-entry)
  - Team lead Operations, Service Desk, Development, User Training

- Head of IT financial management Navision 2016 (cameralistics and double-entry)- project support, selection and introduction of hotel and seminar software

- Head of IT financial management Navision 2016 (cameralistics and double-entry) (in cooperation with the Episcopal General Vicariate Münster) - here: Conception, test and introduction of VAT capability in Navision 2016 incl. interface adaptation pre-entry system CuZea

- Head of IT financial management Navision
  Interface connections (KURVAS, KIDSpende, CuZea)

- Head of IT financial management Navision 2016 and BC (newsystem)
  Consulting and design of digital invoice workflow incl. DMS DOXiS in both systems

- 1st and 2nd level support IT financial management Navision 2016 (cameralistics)

- Training consultant: Migration and system application Navision 2016

- **Wholesale and retail (2021 – 12/2023):**

  International Retail Group

  - Development and implementation of provider management for one of the world's largest retail groups to set up and operate a Europe-wide SD-WAN with approx. 6,000 branches and regional companies in Europe

  - Development of reporting for provider management in Excel and Power BI

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- SME (1996 – 2017):
  - Setup, implementation and operation of SEO marketing
  - Set-up, implementation and operation of multi-channel sales and marketing
  - Planning, construction and commissioning of a factory branch for aluminium processing
  - Integration of a production company into an SME with 10 plants
  - Set-up, implementation and operation of an IT infrastructure
  - Selection and introduction of 3D CAD software
  - Selection, introduction and maintenance of order management and financial accounting software
  - Selection and introduction of DMS and workflow software
  - Selection, construction, administration and operation of webshops and webpages
  - Development of a product line in the area of capital goods for the wholesale trade
  - Development of a product line in the area of capital goods for residential construction
  - Development and expansion of wholesale distribution for capital goods

Technological focus

- Open source software:
  - Apache Open Office, LibreOffice
  - Mattermost, OpenProject
  - OpenProj (Project Libre)
  - Wordpress, Typo3
  - phpBB
  - modified, XT:Commerce, osCommerce
  - GIMP, Scribus
  - Audacity, VLC Media Player
  - Tor Browser, Mozzila Thunderbird
  - Matomo (Piwik)
  - MariaDB, mySQL
  - KeePass, 7zip, FileZilla, Notepad++
  - Linux
  - Docker

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- Software products:
    - Navision-K (cameral)
    - Navision-Standard (commercial)
    - Navision newsystem (double-entry)
    - MACH ERP
    - enaio
    - P&I LogaHR
    - Helpline, Jira Service Desk, Service Now
    - Collaboration Software, Mattermost, Confluence
    - Typo3, WordPress, Magento
    - DOXiS
    - Matomo/Piwik
    - Docker

- Server and Infrastructure:
    - SD-WAN
    - Microsoft Remote Desktop Services
    - Citrix
    - Microsoft Windows Server
    - Microsoft SQL Server
    - MS Exchange
    - Linux

- Client:
    - Microsoft Windows
    - Linux, Ubuntu, Debian

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- Software Tools:
    - MS Office, OpenOffice, Libre Office
    - MS Project, OpenProj (Project Libre), GanttProject, ..
    - Power BI, Cubeware
    - Gimp, Inkscape, Scribus, AutoSketch
    - Citavi, Papyrus Autor
    - TheBrain, FreeMind
    - TeamViewer
    - FileZilla, versch. VPN-SW, SyncToy, Greenshot, Notepad++…