

NICOLE BARTKO

SENIOR PROJECT & PRODUCT MANAGER



Experienced Senior Project & Product Manager with over 13 years of expertise in leading complex projects. Skilled in agile methodologies, stakeholder management, and the art of process optimization. Passionate about coaching and team leadership, I support growth and the development of potential.

CONTACT

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Carrer del Carme, 1
Portocolom, Mallorca

EDUCATION

B.A. Area Studies
Humboldt University Berlin
2008 - 2011

B. A. English & Media Studies
University of Potsdam
2001 - 2004

LANGUAGES

German – Mother tongue
English – Fluent
Spanish – Fluent

SKILLS & TOOLS

- Agile Methods & Frameworks:
 - Scrum, Kanban, Holacracy.
- Project Management and Collaboration:
 - Jira, Confluence, Monday, Asana, Microsoft Teams, Slack, Miro.
- Product Development and Design:
 - Figma, Sketch, Zeplin, Postman.
- Documentation and Communication:
 - GSuite, Zoom, Freshdesk.
- Soft Skills:
 - Empathy, team leadership, conflict resolution, stakeholder management, mentoring.

PROFESSIONAL CAREER

04/2024 - 10/2024 SENIOR PROJECT MANAGER
6 Months Avenga, DACH

1. Resource and Capacity Management

- Team Coordination: Led a project management team supporting four agile teams (UX/UI designers, developers, product owners).
- Capacity Planning: Ensured efficient resource allocation and avoided bottlenecks.
- Prioritization: Introduced a clear prioritization system based on Scrum and SaFe to meet deadlines and maintain quality.

2. Budget Management and Stakeholder Communication

- Budget Control: Created weekly reports to optimize costs and identify resource drivers.
- Stakeholder Reporting: Provided regular updates and aligned deliverables with client and team expectations.

3. Team Coaching and Process Optimization

- Vision Workshops: Conducted workshops to clarify team goals and enhance collaboration.
- Mentoring: Delivered 1:1 mentoring to develop team members' skills in agile practices and workflows.

Tools Used:

- JIRA, Confluence, Microsoft Teams, Slack.

10/2021 - 12/2023 SENIOR PRODUCT / PROJECT MANAGER & COACH
2 Years circular.fashion UG, Berlin

1. Product Development & Management

- Product Vision: Developed a unified vision and roadmap for the Circular Design Software.
- Stakeholder Alignment: Established a communication process to ensure all project stakeholders shared common goals.
- Agile Processes: Introduced agile workflows (Holacracy, Scrumban), enhancing team adaptability and efficiency.

2. Team and Organizational Coaching

- Mentoring: Guided and supported young team members to foster accountability and improve team dynamics.
- Workshops: Organized retreats and workshops to refine internal processes and clarify roles.
- Recruitment and Onboarding: Led recruitment efforts and designed effective onboarding processes.

3. Business Strategy and OKRs

- Strategic Planning: Implemented an OKR framework to set measurable company goals.
- Process Optimization: Improved operational workflows by establishing clear processes for task management and documentation.

Challenges and Achievements:

- Challenge: Aligned the differing product visions of the founders, creating a unified strategy.
- Achievements: Increased operational efficiency and enhanced team autonomy through agile methodologies.

Tools Used:

- Monday, JIRA, Confluence, Miro, GSuite, Zoom.

09/2019 - 10/2021 SENIOR PRODUCT MANAGER
2 Years optilyz GmbH, Berlin

1. Product Research & Roadmap Development

- Product Development: Designed and implemented new features while optimizing existing ones to strengthen market position.
- Prioritization: Maintained a clear product roadmap and prioritized functions according to company vision.
- Agile Processes: Organized sprints and retrospectives, improving development efficiency.

2. Team & Organizational Coach

- Team Development: Built a motivated and cohesive team by fostering a shared vision and improving cross-team processes.
- Mentoring: Conducted regular feedback sessions and provided personalized coaching to enhance collaboration.
- Recruitment: Oversaw onboarding programs and collaborated with HR in hiring new talent.

Challenges and Achievements:

- Challenge: Took over a demotivated team during a period of stagnant product development.
- Achievements: Transformed the team into a productive unit and successfully realigned the product strategy, boosting customer satisfaction.

Tools Used:

- JIRA, Confluence, Postman, Asana, Figma, Freshdesk.

03/2011 - 08/2019 Senior Project Manager
8,5 Years Sevenval Technologies GmbH

1. Project Leadership and Execution

- Project Management: Managed projects in banking (Postbank Online Banking), insurance (Swiss Life Pattern Library), automotive (Opel, Mercedes-Benz), and e-commerce (Esprit, xTip website design).
- Stakeholder Communication: Provided regular status updates and gathered feedback to ensure high customer satisfaction.
- Risk Management: Identified potential project risks and developed strategies to mitigate them.

2. Agile Processes and Team Leadership

- Agile Processes: Introduced agile methodologies, boosting team productivity.
- Team leadership: Led interdisciplinary teams, including UX/UI designers, developers, and QA.

3. Documentation and Quality Assurance

- Documentation: Maintained comprehensive project documentation in Confluence.
- Quality Assurance: Established strict evaluation processes to ensure project quality.

Tools Used:

- JIRA, Confluence, Figma, Sketch, Zeplin, GSuite, Slack.

STRENGTHS

- Clifton Strengths Top 5:
 - Empathy
 - Communication
 - Positivity
 - Intellectual Curiosity
 - Development
- Leadership Skills: Building, motivating, and managing interdisciplinary teams in dynamic environments.
- Strategic Thinking: Bridging long-term goals with operational execution.
- Agile Expertise: In-depth knowledge of Scrum, Kanban, and Holacracy for optimizing processes and workflows.
- Communication Strengths: Effective communication with stakeholders and teams across all levels.
- Solution-Oriented Approach: Successfully tackling complex challenges through innovative strategies.

CERTIFICATES & EDUCATION

- ServiceNow PPM for Project Managers: Arno Esterhuizen (Udemy), 2024.
- Professional Scrum Master (Level 1): scrum.org, 2024.
- Agile Coaching & Transformation Management: Masha Ostroumova (Udemy), 2022.
- Leadership & Conflict Management Coaching: Reiki & Coaching Yesica de la Rosa, 2022.
- Agile Basics: Agile Project Management: Mauricio Rubio (Udemy), 2021.
- Transformational Breakthrough Coaching: Graham Nicholls, 2021.
- Product Owner Training: Boris Gloger, 2018.
- Communication and Conflict Management: Dr. Kerstin Sander, 2015.