

N I C O L E B A R T K O



**FREELANCE SENIOR
PROJECT MANAGER (PART-
TIME, 80%)**

CV | Professional career (Detailed) | How I work |
References

AGE: 44

RESIDENCY: Mallorca

LANGUAGES

German- Mother tongue

English- Fluent

Spanish - Fluent

CLIFTON STRENGTHS TOP 5

1. Empathy
2. Communication
3. Positive attitude
4. Intellect
5. Development

IT-KNOWLEDGE

- MS Office Atlassian Confluence & Jira
- Project Management Software (MS Project, Asana, Monday, Projectile) Freshdesk

EDUCATION

Asian & African Studies @ Humboldt Universität zu Berlin

October. 2008- September. 2011

English Literature & Culture, Media Studies @ Universität Potsdam

October. 2001- September. 2006

SPECIAL SKILLS

- Agile Methods & Frameworks
- Stakeholder Management
- Strategic Planning
- Change Management
- Risk Management
- Budget Management
- Business Transformation
- Quality Assurance
- Training & Mentoring
- Team Building

INTERESTS

Yoga, meditation, travel, scuba diving, cycling, astrology, reiki, mindfulness practices, reading, hiking, nature & the ocean.

PROFESSIONAL CAREER SHORT VERSION

Freelance Senior Project Manager @ Avenga, Berlin

April. 2024- Ongoing

Senior Product / Project Manager & Coach @ circular.fashion UG, Berlin

October 2021- December 2023

Senior Product Manager @ optilyz GmbH, Berlin

September. 2019- October 2021

Senior Project Manager & Key Accounting @ Sevenval Technologies, Berlin

März.2011- August.2019

CERTIFICATES & FURTHER EDUCATION

Scrum Master Level 1

Since August 2024, scrum.org

Coaching Leadership & Conflict Management

März- Juli.2022, Reiki & Coaching Yesica de la Rosa

Agile methods & OKRs

Juni. 2021, udemy

Transformational Breakthrough Coaching

Juni. 2021, Graham Nicholls, The Priority Academy

Product Owner Training powered by bg

September.2018, borisgloger

Agile at work: Building your agile team

Juni. 2018 – oncampus GmbH

International project management and the future of work

Februar. 2018, LinkedIn

Getting things done

September. 2016, Knut Sterrenberg

Communications- und conflict management

Oktober. 2015, Dr. Kerstin Sander

PROFESSIONAL CAREER

Freelance Senior Product Manager @ Avenga, Berlin

April. 2024- Ongoing

- **Project Scope & Planning:** Definition of project scope and creation of a detailed project plan. Identification of requirements, resources, and budget.
- **Risk Management:** Identification and mitigation of potential project risks through risk minimization strategies.
- **Stakeholder Management:** Regular status communication, expectation management, and feedback collection.
- **Budget Monitoring:** Budget control and adjustments in case of deviations.
- **Documentation:** Creation and maintenance of project documents, ensuring they are up to date.
- **Team Leadership:** Leadership and motivation of the project team (UX/UI Designers, BE & FE Developers), conflict resolution, and regular feedback to enhance productivity.

Freelance Project/Product Manager, Mentor @ nicolebartko.com, Mallorca

Since January 2024

- **Mentoring:** Promotion of personal and professional growth through targeted guidance, self-reflection, resource provision, and constructive feedback.
- **Women Circle Facilitator:** Leading mindfulness and group coaching sessions, specializing in the needs of women.

Senior Product / Project Manager & Coach @ circular.fashion UG, Berlin

October 2021- December 2023

Product Development & Management: Circular Design Software

- **Product Vision & Roadmap:** Led the development of the product vision and roadmap, defined and prioritized features to align with the overarching vision.
- **Stakeholder Communication:** Documented and communicated the roadmap, ensuring cross-functional alignment.
- **User Stories & Testing:** Prepared comprehensive user stories, integrating them seamlessly into the development workflow.
- **Process Optimization:** Established and optimized team processes, ensuring smooth onboarding and transitions.
- **Agile Implementation:** Introduced agile workflows to enhance efficiency and adaptability.

Senior Project Manager - Internally and EU Projects

- **Project Planning & Risk Management:** Led planning, risk management, and communication, fostering collaboration and transparency.
- **Team Mentoring & Coaching:** Coached team members on project management tools, driving continuous improvement.
- **Capacity & Resource Planning:** Optimized efficiency through careful capacity and resource planning.

Team & Organizational Coach

- **Team Development:** Mentored team members, organized retreats and workshops, and guided them through organizational changes.
- **Recruitment & Onboarding:** Led recruitment and onboarding of new team members.
- **Agile Methodologies & Mindset:** Introduced agile methodologies and Holacracy workflows to drive team autonomy.

Business Strategist

- **OKRs & Roadmap:** Defined OKRs, aligning them with business goals, and developed strategic roadmaps.
- **Business Processes:** Streamlined operations through efficient process setup and mentored business owners in strategic decision-making.

Senior Product Manager @ optilyz GmbH, Berlin

September. 2019- October 2021

Product research & development of the product roadmap

- Product Development: Development and definition of current and future product features.
- Prioritization: Prioritization of features in line with the product vision and roadmap development.
- Communication: Documentation and alignment of the roadmap with all stakeholders.
- Agile Processes: Preparation of sprints and retrospectives, management of the sprint backlog, and acceptance of user stories.

Team & Organizational Coach

- Team Development: Creation of team visions and optimization of cross-team processes.
- Feedback & Coaching: Regular feedback sessions to enhance team dynamics.
- Recruitment & Onboarding: Support in recruitment, onboarding, and training in collaboration with the CTO, HR, and team members.

Sevensal Technologies GmbH, YOC AG, Berlin

March. 2011- August 2019

From 2017: Senior Project Manager & Key Account Management

- **Projects:** Swiss Life (Pattern Library & UX/UI Design), Postbank (Online Banking UX/UI), xTip (Responsive Website Design).
- **Responsibilities:**
 - Project Planning & Requirements: Defined project scope, created detailed plans, identified requirements, resources, and budget.
 - Risk Management: Identified and mitigated potential project risks.
 - Stakeholder Management: Regular status communication, expectation management, and feedback collection.
 - Budget Monitoring: Controlled and adjusted budget as needed.
 - Documentation & Quality Assurance: Maintained detailed project documentation, ensured quality standards, conducted evaluations.
 - Team Leadership: Led and motivated the project team (UX/UI Designers, Developers, QA), resolved conflicts, and held regular feedback sessions.

2014-2017: Project Manager & Key Account Management

- Projects: Opel AG (Mobile Website, rollout for 21 markets, configurator), FashionID (Mobile Website, iOS & Android App), MyMicroMacro (Mobile Website).





2011: Junior Project Manager & Key Account Management

- Projects: Coca-Cola GmbH (SMS competitions & landing pages for Euro 2012), Campari (Email marketing campaigns), Conrad Electronics (Mobile Website Parsing Project).

HOW I WORK

1. Team-Oriented Project Phases & Agile Methods

In my work, I place great importance on developing projects in collaboration with the team and the client. Every project I lead goes through the following phases, ensuring that all stakeholders are actively involved:

-  **Initiation:** In this phase, I listen closely to understand the goals and needs of the team and the client. Together, we define the project objectives, scope, and key stakeholders. An intensive kickoff workshop lays the foundation for the project.
-  **Planning:** In close coordination with the team, I create detailed project plans and make proactive suggestions. Risk management is central and is openly discussed within the team and with the client to develop joint strategies.
-  **Execution:** During execution, I work in a structured and solution-oriented manner. Every meeting has a clear agenda, and I ensure that the team stays informed and focused. Agile methods like SCRUM or Kanban help us to respond flexibly to changes. I communicate honestly about the project status and work closely with the team and the client to address challenges early.
-  **Closure:** At the end of the project, I conduct a thorough evaluation where we openly discuss successes and areas for improvement. Together, we document "Lessons Learned" to ensure continuous improvement for future projects..

2. Honest and Structured Communication

Honesty is key for me. I address problems and risks early to find solutions with the team and the client. Communication is crucial, especially when it comes to changes in project scope. I ensure the team adapts quickly and the client understands the impact.

3. Team-Vision Workshops

With a new team, I like to start with a vision workshop. This helps us develop a shared vision with clear values and goals, laying the foundation for our collaboration. A similar approach is taken during the client kickoff to ensure everyone is on the same page.