

## Curriculum Vitae

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23rd of July 1964 in Wuerzburg  
Married

## Career History

01/1999 – today

### **Self-employed Consultant, Business-Analyst and Project Manager**

Foundation of the firm Insure-it Consulting

- ☑ Project Manager with responsibility for budget and deadlines, management, reporting and controlling, responsibility for employees (Lotus Notes PSS, MS Project, CanDo)
- ☑ Business Analyst with conception of specifications for insurance administration and sales-force systems
- ☑ Advising, designing, coaching and successful implementation of a product server for the product categories health-, life- and non-life insurance (VP/MS Workbench, VP/MS Designer, i.p.-suite)
- ☑ Advising on IT-strategies and organization (insurance application design, business process reengineering)
- ☑ Training, coaching of customers, workshops, Management presentations and negotiations about project agendas

04/1991 – 12/1998

### **Business Analyst** at Has Program Service GmbH, Hamburg, Germany

- ☑ Analysis and conception of specifications for insurance administration and sales-force systems in German and English
- ☑ Modelling of data and functions (Case 4.0)
- ☑ Planning, conception and carrying out of tests (SQL, SAP R/3, BS 2000, IBM MVS, MS Windows)
- ☑ Workshops and software-presentations (e.g. Cebit)

02/1990 – 03/1991

### **Official responsible** in the group life insurance division at Alte Leipziger Life Insurance VVaG, Oberursel, Germany

- ☑ Policy administration of international and national group insurance contracts
- ☑ Total customer relationship management by telephone and mail

## Education

10/1986 – 02/1990	Study of economics Specialist subject insurance at the University of Cologne, Germany
7/2/1990	Degree in Economics (M.A.)
10/1984 – 07/1986	Commercial training at the Victoria Insurance Company Wuerzburg, Germany
7/2/1986	Certificate of completed apprenticeship, awarded by Chamber of Commerce in Wuerzburg

## School and military service

07/1983 – 09/1984	Compulsory military service at the tank battalion, Mellrichstadt, Germany
6/29/1983	School-leaving examination at Roentgen High-School Wuerzburg, Germany

## Further training (excerpt)

Regular participation in professional circles at the Association of Insurance M.A.'s	
11/2015	ProjectManagement Camp, "breaking patterns", Dornbirn
05/2012	1. Price at EBH-Competition storytelling in projects
01/2011	Test Certificate (ISTQB)
03/2008	Winner at the Competition IT Freelancer of the year
05/2007	2. Winner at the Competition IT Freelancer of the year
05/2006	PMP preparation course at the PMI Chapter Frankfurt
01/2006	Certificate of Insurance in Switzerland (BVF)
07/2005	Fellow of the Chartered Insurance Institute (FCII), London
06/2005	Cambridge Certificate, Business English, inlingua Aachen
02/2004	Business English, Aspect Language School, Toronto

## Further qualifications

IT	MS-Project, Lotus Notes, MS-Office (permanently in use) Product definition tools: VP/MS Workbench, VP/MS Designer, i.p.- suite (permanently in use)
Languages	German (mother tongue) English (fluent and business orientated) Spanish (excellent) French (School knowledge)

Apfeldorf, 27<sup>th</sup> of November 2015



## My track record as a self-employed Consultant

03/2013 – until now

### **Project manager “technology and processes” at Health Insurance, Munich and Saarbruecken**

- Management and planning of the project “technology and processes”
- Responsibility for the defined work packages
- Management of the project team
- Controlling of time and budget of the project
- Active risk and quality management
- Concept, documentation and implementation of project results
- Transition of the results into the regular firm organisation
- Regular Information and Reporting of the progress of all project activities and current risks
- Concept of decision memos for the program management
- Support and Help at specifications and preparation of test

01/2011 – 09/2012

### **Project manager, Test manager and Acceptance manager “Product” at Health Insurance, Cologne**

- Project planning and monitoring of monthly timesheets in CanDo and Test Management with HP Mercury Quality Center
- Test coordination and test monitoring for testing activities such as batch test in cooperation with the subprojects test, Migration and administration
- Preparation of status and progress reports
- Management of Change Requests and escalation to the Requirements Board
- Definition of change requests, defects and approval in Mercury HP Quality Center, as well as setting and assessment of project risks
- Regular meetings and coordination such as release management
- Management of Software Launches and regular organization of project group sessions

08/2007 – 07/2010

### **Senior Business Analyst at Life Insurance, Cologne**

- Separation of contract and product data by introducing a Product table for all major life insurance classes. Software Modeling of Entity Relationship models as part of a pilot project with the Software Modeling tool Innovator 9.0 of MID company creation and definition of classes, attributes and relationships
- Tool-selection process of the following tools:
- IBM Rational Software Architect
- MID Innovator
- Accompanied by the migration of Innovator 6.2 and 9.0 models on the IBM Rational Software Architect Content and-layout design of a new information application as Web application, including coordination with the departments

- Creation of a test plan, the test planning and execution of tests for the introduction of new insurance policies for classic and unit-linked life insurance products, as well as for enhancement supplements
  - Complete Introduction (requirements definition, implementation, go-live, roll-out) of the Request of tax identification numbers and the notification of Pension communications to the Tax Authority (ZfA) for several subsidiaries with in-house development of a host application for generating XML data sets for Data Exchange
  - Description of the actual process for the preparation of financial statements and footnotes for the balance sheet
- 01/2006 – 07/2007 **Senior Business Analyst at Life Insurance, Cologne**
- Business- and program specification for new features of the document management system
  - Discussion and design with divisions involved
  - Procurement management of the external IT-Service provider
- 07/2004 – 09/2005 **Senior Business Analyst at Life Insurance, Aachen**
- Introduction of new products
  - Discussion and design of new application forms with divisions involved
  - Business- and program specification for new features of the policy control in the new business application
  - Word, QA Run, Excel, TSO
- 05/2002 – 12/2003 **Project Manager for product design at Life Insurance, Saarbruecken**
- Training of users, workshops, presentation of results, reporting and management
  - Advising the actuarial division in designing and developing products in a product definition tool
  - Managing five software-developers and introducing new software-developers into work
  - Control of budget and deadlines
  - MS Project, i.p.-suite, MS Office

2/2002 – 8/2002

**Project Manager for product design at Life Insurance, Munich**

- Control of budget and deadlines, reporting and management
- Supervising two software-developers
- Workshops, presentation of results, presentation of product models covering Markovian chains in a product definition tool
- Support in improving and reengineering the existing product development tool
- MS Project, i.p.-suite, MS Office

01/2002 – 03/2002

**Senior Coach for a product definition tool at Life Insurance AG, Hamburg**

- Technical integration of an existing mathematical premium quotation application in a proposal system for group life insurance
- i.p.-suite, MS Office

01/2001 – 04/2002

**Sub Project Manager and Product Developer at Life Insurance, Vienna**

- Advising the actuarial division on introducing a product server for life insurance
- Concept and design of a product server life insurance for term insurance, whole life insurance and disability insurance
- VP/MS Workbench, Access, PowerPoint

08/1999 – 12/2000

**Senior Coach for a non-life product definition tool at Property Insurance, Kiel**

- Advising and coaching on introducing a product server into product development for the sectors property, motor, accident, third party liability, comprehensive contents insurance and comprehensive buildings insurance

07/1999 – 08/1999

**Senior Consultant at Life Insurance, Vienna**

- Concept and quality assurance of an insurance software architecture with a description of all patterns and services for the administration of scheduled and unscheduled claims
- Description of interfaces from the claims subsystem to the partner, object and authorization subsystem

02/1999 – 07/1999

**Senior Coach for a health insurance product definition tool at AXA Health Insurance, Cologne**

- Product development of a health insurance sales and proposal application
- VP/MS Workbench, VP/MS Designer, Excel, Word, Access, PowerPoint

## My track record as an employed Consultant

- 07/1998 – 12/1998 **Senior Business Analyst at Property Insurance, Hanover**
- ☑ Program specification for the administration of construction project insurance
  - ☑ Word, NAIS VU, Windows NT / C++
- 04/1998 – 06/1998 **Business Analyst at Captive Broker, Frankfurt**
- ☑ Customizing of a standard broker sales force and proposal application software with extension of engineering insurance
  - ☑ Word, NAIS-M
- 07/1996 – 03/1998 **Business Analyst and Test Expert at Software Service Company, Hilden**
- ☑ Test and roll out of the accounting, disbursement and reinsurance subsystems of the SAP R/3 standard insurance application Alice IP/3 (SAP R/3 sector application Alice IP/3, Word)
- 01/1996 – 06/1996 **Business Analyst at Property Insurance, Frankfurt**
- ☑ Business specification for the development of a sales force application in the area of business property, motor, accident, third party liability, comprehensive contents insurance and comprehensive buildings insurance
  - ☑ Word, NAIS , Windows NT / C++
- 01/1993 – 12/1995 **Business Analyst and Business Process Modeller at Life Insurance, Duesseldorf**
- ☑ Introduction of administration application software for life insurance
  - ☑ Definition of interfaces, in- and output fields, error-handling, GUI-design for new business, underwriting and policy issue
  - ☑ Function modelling of business cases of the business processes new business and cancellation
  - ☑ Word, Case 4.0, IBM Mainframe
- 01/1992 – 12/1992 **Business Analyst and Insurance Expert for the Subsystem contract at Life Insurance, Stuttgart**
- ☑ Business specification for the introduction of a standard software application life insurance
  - ☑ Word, SISS Host BS2000, Cobol
- 04/1991 – 12/1991 **Business Analyst at Life Insurance, Hanover**
- ☑ Business specification for administrating group life insurance in an existing Mainframe environment for the administration of individual life insurance products (Word, SISS Host BS2000, Cobol)