



Sandra Garcia Čoholić

Online editor for intranet
Diplom-Dokumentarin

An updated, well-structured and lively intranet contributes significantly to the productivity of the success of your workplace. Thus, the intranet becomes the linchpin of internal communication, making it transparent and up-to-date. This enables cooperation and collaboration at eye level.

I am an intranet consultant and have been supporting companies and institutions such as Daimler Financial Services, EU Commission and Europol for over a decade, helping them to structure their respective intranets in a user-friendly way.

I gained my experience as an employee, but since 2019 I offer my services as a freelance intranet consultant.

KONTAKT & VERFÜGBARKEIT

Verfügbar ab	01.07.2021
Mobil	+49176 8637 5789
E-Mail	sandra@contact-intranet-consultancy.eu
Webseite	https://www.intranet-consultancy.eu
Geburtstag	04.07.1973
Adresse	Buschallee, 13088 Berlin
Social Media	https://www.linkedin.com/in/sandragarcia/

SKILLS

Soft skills	team lead, project management , organising workshops , Design Thinking basics, introducing successful remote teamwork
Weitere Skills	Sharepoint , Slack, collaboration tools, Jitsi, Google Ads, Community management, Keywords, Web marketing, Google Analytics, Social Media management, managing keywords for online search, Confluence , HTML , Microsoft 365 , Coyo , Teams, Adobe Photoshop, Opentext , online editing (text and photo), Wiki, Visio, Adobe Acrobat Professional, Typo 3, WordPress, Cuyahoga, Government Site Builder, Affinity Design, Affinity Photo, Adobe InDesign, CSS, PRINCE 2

PROJEKTE

07/2020 - Heute	Online editor <i>Unternehmen:</i> Institute for Employment Research (IAB)
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Team Größe: 5

Eingesetzte Skills: Cuyahoga, Government Site Builder

03/2016 - 01/2019

Unternehmen: Institute for Advanced Sustainability Studies

Team Größe: 15

Eingesetzte Skills: [Confluence](#), [Microsoft 365](#), Wiki, Design Thinking basics, team lead

01/2012 - 08/2013

Unternehmen: Bombardier Transportation

Eingesetzte Skills: online editing (text and photo), managing keywords for online search, [Sharepoint](#), [project management](#)

09/2007 - 12/2010

Unternehmen: Committee of the Regions

Team Größe: 15

Eingesetzte Skills: [HTML](#), [Microsoft 365](#), [Sharepoint](#), online editing (text and photo)

12/2004 - 07/2007

Unternehmen: Europol

Team Größe: 10

Eingesetzte Skills: [project management](#), Adobe Photoshop, [Opentext](#), online editing (text and photo), PRINCE 2, [organising workshops](#)

QUALIFIKATIONEN

Typ	Zertifikat
Dauer	14.09.2019 - 05.11.2019
Link	https://open.hpi.de/courses/international-teams2019

Typ	Zertifikat
Dauer	15.09.2013 - 13.02.2014
Link	https://www.cimdata.de

Diplom-Dokumentarin

Typ	Studien
Dauer	03.09.1995 - 29.11.1999
Link	https://www.haw-hamburg.de/en/university/faculty-of-design-media-and-information/
Beschreibung	4-year degree program with a focus on communication and media: journalism, media law, information research, documentation, economics, literature, web design. Title of thesis: Information and entertainment - new tendencies in the mediation of information

Typ	Zertifikat
Dauer	05.08.1984 - 01.07.1993
Link	https://www.sophie-barat-schule.de/

SPRACHEN

Croatian	Grundkenntnisse
Dutch Flemish	Grundkenntnisse
English	Fließend
French	Fließend
German	Muttersprache
Spanish Castilian	Fließend