



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

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|--------------|---|
| Verfügbar ab | 01.07.2021 |
| Mobil | +49176 8637 5789 |
| E-Mail | sandra@intranet-consultancy.eu |
| Webseite | https://www.intranet-consultancy.eu |
| Geburtstag | 04.07.1973 |
| Adresse | Pappelallee 77/79, 10437 Berlin |
| Social Media | https://www.linkedin.com/in/sandragarcia/ |

SKILLS

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|----------------|---|
| 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

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

01/2012 - 08/2013

Unternehmen: Bombardier Transportation

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

09/2007 - 12/2010

Unternehmen: Committee of the Regions

Team Größe: 15

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

12/2004 - 07/2007

Unternehmen: Europol

Team Größe: 10

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

QUALIFIKATIONEN

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

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

Diplom-Dokumentarin

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|--------------|--|
| 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 |

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| 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 |