



## 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.

## CONTACT & AVAILABILITY

**Availability**

01.07.2021

**Mobile**

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**Email**

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**Website**

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**Date of birth**

04.07.1973

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Pappelallee 77/79, Berlin, 10437

**Social Media**

<https://www.linkedin.com/in/sandragarcia/>

## SKILLS

**Soft skills**

team lead, [project management](#), [organising workshops](#), Design Thinking basics, introducing successful remote teamwork

**Other 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

## PROJECTS

**07/2020 - Today**

**Online editor**

*Organization:* Institute for Employment Research (IAB)

*Team size:* 5

*Used skills:* Cuyahoga, Government Site Builder

The Institute for Employment Research (IAB) conducts research on the labour market in order to advise political actors at all levels in a competent manner. The IAB is a special office of the German Federal Employment Agency (Bundesagentur für Arbeit).

The IAB plans to merge the intranet from the current system (Cuyahoga) to Sharepoint. My expertise is needed for updating the relevant pages and deleting obsolete content.

Furthermore, I have created many new pages in HTML. The content was previously only available PDF format. The reason to make all relevant content available in HTML has to do with accessibility. Furthermore I have edited stage directions of the website navigation for providing help for users in sign language.

As of Spring 2021 the merge to Sharepoint will take place, my role will be to support the responsible team lead in the daily editorial work: updating IAB website for example with publishing press releases.

**03/2016 - 01/2019**

**Program associate**

*Organization:* Institute for Advanced Sustainability Studies

*Team size:* 15

I have coordinated the production of print publications in German, French and English: liaised with the graphic designer, translators, proofreaders and printer.

As interim webmaster, I was the back-up for all online updates and activities concerning the website of the project: [www.globalsoilweek.org](http://www.globalsoilweek.org).

I was strongly involved in the event organization of three large events hosting 150 guests from all over the world: SDG Conference (Berlin) 2016, African Soil Seminar (Nairobi) 2016 and the Global Soil Week (Berlin) 2017.

I was responsible for managing a team of ten IAB stakeholders , moving forward with making the intranet user-friendly and up-to-date. The intranet content, available in English and German, was completely restructured and much content was edited.

**01/2012 - 08/2013**

### **Assistant**

*Organization:* Bombardier Transportation

I was the Assistant to the Vice President Shared Services. My focus lied in the improvement of workflows. I introduced the team to the use of Sharepoint. The software programme was available, but not in use. I set-up the structure and the content. Following this and the continuous information exchange via Sharepoint, the use of the programme became standard in a very short amount of time. Furthermore, I changed the handling of documents and set-up a paperless documentation archive for the VP and her teamleads.

**09/2007 - 12/2010**

### **Webmaster**

*Organization:* Committee of the Regions

*Team size:* 15

The European Committee of the Regions (CoR) is the voice of regions and cities in the European Union. It represents local and regional authorities across the European Union and advises on new laws that have an impact on regions and cities.

The webteam is part of the larger Press Unit. Our daily work was publishing news in many EU languages, liaising with translators and ensuring that all information on the website is up-to-date.

My own projects included the set-up of a digital photo database, writing manuals for content managers, explaining how to publish on the Internet, and implementing the set-up for sending out electronic newsletters in HTML instead of PDFs.

I have been involved in the preparation of merging the Intranet to Sharepoint.

**12/2004 - 07/2007**

### **Web content manager**

*Organization:* Europol

*Team size:* 10

Europol is the EU's law enforcement agency, with the mission to support the EU Member States in preventing and combating all forms of serious international and organised crime, cybercrime and terrorism.

I was responsible for managing all online content in all EU languages. I liaised closely with the press and other content creators within the institution.

Another focus was to make the institutions' intranet user-friendly.

I presented a concept of an intranet-structure, and suggested the introduction of features. In close

collaboration with IT, Press and stakeholders from each department a strict project plan was developed. We implemented an intranet that enabled as well access to the document management system.

## QUALIFICATIONS

### Introduction to Successful Remote Teamwork

Type	Certificate
Duration	14.09.2019 - 05.11.2019
Link	<a href="https://open.hpi.de/courses/international-teams2019">https://open.hpi.de/courses/international-teams2019</a>
Description	The course was about the benefits and risks of driving a virtual team culture and how guided remote work drives to success. Furthermore, I learned how to use intercultural competences as a key factor of interaction and communication. Furthermore I learned how to select appropriate online collaboration tools and how to employ them.

### Digital marketing

Type	Certificate
Duration	15.09.2013 - 13.02.2014
Link	<a href="https://www.cimdata.de">https://www.cimdata.de</a>
Description	In intensive workshops and project work I received theoretical knowledge on web marketing, social media management and community management. I had to submit different real project outcomes based on the theory.

### Diplom-Dokumentarin (Information management)

Type	Studies
Duration	03.09.1995 - 29.11.1999
Link	<a href="https://www.haw-hamburg.de/en/university/faculty-of-design-media-and-information/">https://www.haw-hamburg.de/en/university/faculty-of-design-media-and-information/</a>
Description	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

### Abitur

Type	Certificate
Duration	05.08.1984 - 01.07.1993
Link	<a href="https://www.sophie-barat-schule.de/">https://www.sophie-barat-schule.de/</a>

Description	Baccalaureate
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## LANGUAGES

<b>Croatian</b>	Basic Knowledge
<b>Dutch Flemish</b>	Basic Knowledge
<b>English</b>	Fluent
<b>French</b>	Fluent
<b>German</b>	Mother Tongue
<b>Spanish Castilian</b>	Fluent