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Project / Portfolio Management Officer



Christine Dassy

Date of birth: 8 May 1971

Nationality: belgian

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Christine has started as project assistant during the development of the first mobile network in Belgium. During her career, she always developed her knowledge with better methods & technics about project data management & documents administration. She has also learned how to work with PPM application and to administer a portfolio of projects with these tools. She now wants to propose her services to companies who are developing further their project culture and the art of the adapted documentation in a lean and/or Agile context.

Specialties: Office organisation, Facility Management projects, Data gathering and aggregation, development of reporting, MS Office Suite (expert in Excel), Clarity, organisation of Events, ...

- Experience of 25 years (whose 10 years in the PMO sector)
- Deep knowledge of project portfolio management software: Clarity
- Active role in projects organized by PMI (Project Management Institute) Belgium Chapter: active member + volunteer: various roles since 2012 of which Board Member since 2018
- Trilingual (French, Dutch, English), notion of Spanish, Italian, German
- Capacity of adaptability, ready for new challenges, professional

PROFESSIONAL EXPERIENCE:

* **Associate Partner PSO Belgium sprl:** creation of the company in 2016

August 2020 → now – Fluvius – Freelancer as Spoc PMO Programma Digitale Meters Uitrollen

- o Quantitative reporting: costs, resources, milestones, deliverables
- o Qualitative reporting: scope, issues, risks dependencies
- o Preparation & communication of different meetings (PMT, team meetings, Sterco)
- o Management of the SharePoint

Tools:

- o Windows, MS Office Suite (Word, Excel, Outlook, PowerPoint, MS Project, SharePoint), Jira, Confluence

July 2019 → March 2020 – PSO Belgium sprl – Sabbatical break

June 2018 → June 2019 – BNP Paribas Fortis – Freelancer as PMO – Data Department IES Tribe (Information Engineering Solutions)

- o Quantitative reporting: costs, resources, milestones, deliverables
- o Qualitative reporting: scope, issues, risks dependencies
- o Processes
- o Preparation & communication flows between governance bodies
- o Management of the SharePoint, Clarity, Agile Central, Confluence

Tools:

- o Windows, MS Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint), Clarity, Agile Central, Confluence

September 2017 → January 2018 – AG Insurance – Freelancer as PMO – Business Analyst & Project Lead– Digital Transformation Department

- Quantitative reporting: costs, resources, milestones, deliverables
- Qualitative reporting: scope, issues, risks dependencies
- Processes
- Preparation & communication flows between governance bodies
- Management of the SharePoint

Tools:

- Windows, MS Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint)

March 2017 → June 2017 – EDF Luminus – Freelancer as PMO – IT Department

- Follow-up of budget from project B2B
- Follow of timesheets from external providers: analysis with their presence, log in Augeo tool
- Reporting: creation of reports based on a portfolio dashboard
- Preparation of presentation for Steercos

Tools:

- Windows, MS Office Suite (Word, Excel, Outlook, PowerPoint), Augeo

September 2016 → March 2017 – Banca Monte Paschi Belgio – Freelancer as Junior PMO/Process Analyst – Organisation, Process & Cost Management department

- Process analysis (IT processes)
- Coordination of process development planning
- Review of documents (legal, Febelfin, internal documents)
- Creation of org charts
- Creation of documents (notifications, mailing)
- Translation in Dutch and in English

Tools:

- Windows, MS Office Suite (Word, Excel, Outlook, PowerPoint), MS Visio, Temenos T24 (in test environment)

*** Employee: from 1995 to 2015**

August 2010 → October 2015 – ING - Credit Risk Management department, Support Infrastructure & Analysis

- Portfolio management office support:
 - Management of projects portfolio (30 projects per year) based on spreadsheet
 - Follow-up of budgets from projects/programs
 - Data entry in Clarity
 - Organisation of Portfolio Management Meetings
 - Clarity expert: coaching, training, guidance to users
 - Management of the portfolio of the projects of Operational & Compliance Department: check of budgets, organisation of the Change Committee, contact with the projects managers, preparation of slides for the Support Chain, follow-up of milestones
 - Follow-up of the governance documents
 - Creation of projects in Clarity and update
 - Follow-up of milestones
 - Preparation of the reforecasts and MTP (Mid-Term Plan) exercises
- IT Officer:
 - Escalation IT incidents + follow-up
 - Listing of complaints
 - Preparation of the migration to Win7/Office 2010 + trainings in FR and in NL + support after the migration.

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook), Clarity, MS Project, MS Visio

July 2009 → June 2010 - Sanofi Pasteur MSD: Medical Affairs Assistant

- Translations of presentations, slide kits in French, Dutch and English
- Preparation of training kits
- Creation of Trial Master Files (TMF) for various vaccines
- Preparation of reimbursement files for various vaccines
- Pharmacovigilance
- Administrative support to the team.

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook), ARISg

January 2009 → June 2009 - Sanofi Pasteur MSD: medical assistant (interim agency: Office Team):

- Administrative assistant for pharmacovigilance
- Administrative assistant for Medical Affairs department.

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook), ARISg

March 2008 → June 2008 - Aberdeen Property Investors Belgium: assistant of a senior property manager (interim agency: Office Team):

- Registration of lease
- Point of contact between the owner of a building and a tenant
- Management of the intervention requests
- Writing of correspondence in the three languages (French, Dutch and English).

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook), Siebel

February 2008 → February 2008 - Groupe Bruxelles Lambert (GBL): management assistant (interim agency: Office Team)

- Administrative tasks

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook)

December 2007 → January 2008 - DEXIA s.a.: management assistant (interim agency: Page Personnel)

- Administrative tasks

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook)

November 2007 → November 2007 - Nycomed: assistant (interim agency: Office Team).

- Data entry in SAP

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook), SAP

May 1997 → July 2007: PROXIMUS: Senior secretary in the department Network & IT Operations (NITO).

Various positions in different teams and as from 2002 to 2004, position of assistant to the NITO director.

- Classical tasks of management assistant
- Office management
- Management of the project of the department move (700 impacted persons)
- Update of intranet pages
- Organization of events for 600 persons

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook, Access), SAP, Frontpage

December 1996 → May 1997 - interim functions as assistant in the following companies: CEMSTOBEL, LE SOIR, NUMECA INT., AVIS

- Administrative tasks

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook)

September 1995 → November 1996 - L'EQUIPE a.s.b.l.: Secretary in a center of psycho-social rehabilitation.

- Administrative tasks

Tools:

- Windows, MS Office Suite (Excel, Word, PowerPoint, Outlook)

STUDIES:

2015 to 2016: Studies in Management at EFP

1992 to 1995: Graduated in Management Assistant (option: entreprise - administration) at Institut COOREMANS: graduated in June 1995

1991 to 1992: Studies of modern languages at Kamer Voor Handel en Nijverheid van Brussel (VUB)

CONTINUOUS EDUCATION:

- Learning PM² Methodology
- Agile PM Foundation: e-learning courses (ongoing)
- Member of PMI (Project Management Institute) Belgium Chapter
- PMI Learn
- Prince 2
- E-learning : launch of projects

VOLUNTEERING:

- PMI Belgium Chapter 2020-2021: Director of Sponsoring
- PMI Belgium Chapter 2018-2019: Director of PM Fair & Events
- PMI PM Fair 2017: Team Leader Venue & Catering + Content Team Leader
- PMI PM Fair 2016: Team Leader Venue & Catering
 - Venue: research of a place, negotiation of prices, review meeting rooms, review security plans
 - Catering: foresee the break session, lunch, negotiation of prices
- PMI Belux Day 2014 and 2015: Team Leader Content
 - Contacts with the speakers (analysis of the abstracts)
 - Preparation of the day program
 - attendance to working groups
- PMI Belux Day 2012 and 2013: team leader of Partner Program and member of the Content Team.
 - creation of the booklet
 - creation of a program for the partners
 - follow-up of the budget

LANGUAGE:

French : mother tongue.

Dutch : reading, writing and speaking fluently.

English : reading, writing and speaking fluently.

Spanish : usual (writing of texts, oral comprehension).

German : notions.

Italian : notions.

HOBBIES:

Singing, reading (Paulo Coelho, Marc Levy, ...), gardening, friends' meetings, geocaching.