

Mark Koellmann

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Summary

Information system management specializing in SAP. Workplace level fluency in German and English. Combining technical, interpersonal and design skills. Bridging the gap between programmers and stakeholders.

Skills & Abilities

- . Project Management- Working with a team towards a goal, organizing responsibilities, creating and following timelines, providing accurate and consistent status updates.
- . Software- Proficient in every major operating system, Adobe Photoshop and Premiere Pro, social media platforms; advanced Excel knowledge.
- . Technical- Proficient with Python, Java, C++, MySQL, Git, working experience with SAP systems, Canon and Nikon video and photo equipment.
- . Communication- Very good German writing and native speaking fluency.

Experience

Assistant Project Manager, Epcos AG (TDK Group) May 2017 – Aug 2017
Munich, Germany

Overhauled the company's current project status process from the ground up using excel and SAP. Worked on critical timelines for a company buyout, regularly presented project updates to the Berlin branch and Japan headquarters via video conferencing software. Ran daily integration tests while the SAP system was being upgraded to HANA 4.

Accounting Intern, Epcos Inc. (TDK Group) Dec 2016 – Jan 2017
Iselin, New Jersey

Time split between accounts receivable and accounts payable. Followed the entire accounting process for certain transactions from start to finish.

Founder, Koellmann.co Sep 2012 – May 2015
Cranford, New Jersey

Freelance web design and video production for a variety of clients. Webmaster for the Cranford High School website. Responsive design and modern web standards.

Education

Rutgers – Double BS in Management Information Systems and Finance (Expected 2019)

