



# Enes Kalem

STUDENT  
BORN IN 09.07.2002

## CONTACT

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## EDUCATION

**FREIHERR-VOM-STEIN GYMNASIUM**  
general qualification for university  
entrance | 2012 - 2020

**UNIVERSITY OF MÜNSTER, GERMANY**  
Business Informatics (B.Sc.)  
expected graduation: 2025

## IT-SKILLS

**JAVA:** basic knowledge  
**JAVASCRIPT:** basic knowledge

**PYTHON:** basic knowledge

**POWER APPS:** advanced knowledge  
**POWER AUTOMATE:** advanced knowledge

**SQL:** basic knowledge

**WORDPRESS:** proficient knowledge

**HTML:** advanced knowledge  
**CSS:** advanced knowledge

**JIRA:** basic knowledge  
**CONFLUENCE:** basic knowledge

## OTHER SKILLS

**MICROSOFT SHAREPOINT:**  
proficient knowledge

**MICROSOFT OFFICE:**  
proficient knowledge

**ADOBE CREATIVE CLOUD**  
• **ILLUSTRATOR:** proficient knowledge  
• **XD:** advanced knowledge  
• **PREMIERE PRO:** proficient knowledge  
• **PHOTOSHOP:** advanced knowledge

## LANGUAGES

**GERMAN:** native

**TURKISH:** native

**ENGLISH:** proficient

**FRENCH:** basic

## EXPERIENCE

### PROJECT MANAGEMENT OFFICE

working student, IBM Consulting | 01.09.2022 - today

- Enhanced stakeholder communication in a fast-paced environment by effectively utilizing diagrams and other visual aids, demonstrating exceptional organizational, communication, and problem-solving skills.
- Key contributor to developing and implementing technology solutions, such as interactive dashboards and workspaces, that significantly improved efficiency and communication.
- Provided support to the account leadership team and executive partner, enhancing strategic decision-making and operational efficiency.
- Led in-depth research on innovative business topics, sharing critical findings that informed team strategy and decision-making.
- Co-led meetings with project managers to present project updates, facilitate discussions, and ensure alignment with project objectives.
- Implemented a web-scraping tool for automatic newsletter creation.
- Co-maintained a Kanban-board, ensuring that account tasks were tracked, prioritized, and completed on time.
- Spearheaded the creation and implementation of a Stakeholder Map, providing comprehensive insights into customer organization potentials and analysis opportunities, directly contributing to strategic planning and decision-making processes.
- Streamlined project financial management by overseeing expenditures, performing cost analyses, and aligning with finance stakeholders, achieving significant cost savings and enhancing resource efficiency. Delivered impactful financial reports and analyses to management, identifying key areas for improvement.
- Independently managed and issued invoices over two million euros, ensuring accuracy and timeliness in billing processes.
- Designed a Management Dashboard providing comprehensive insights into project performance and financial metrics, supporting decision-making and strategic planning.
- Demonstrated exceptional PMO, coordination, and project management skills as a core member of the PMO team supporting the Account's Lead PMO in financial management and reporting.
- Collaborated on the design and development of an automated forecasting tool, significantly enhancing predictive accuracy and operational efficiency.

### IT-DEMAND & PROJECT MANAGEMENT

working student, thyssenkrupp Bilstein | 01.03.2022 - 31.08.2022

- Successfully contributed to project planning and implementation, ensuring project objectives were met on time.
- Demonstrated expertise in Microsoft SharePoint, utilizing the platform to effectively manage and organize project-related content.
- Developed dynamic dashboards to improve project monitoring and communication, resulting in improved project outcomes.
- Skillfully planned and designed an international intranet presence, resulting in improved collaboration and communication across global teams.
- Utilized automation to streamline project workflows, resulting in significant time savings.
- Played a key role to the building and planning of an application portfolio, resulting in cost savings.
- Created detailed IT-landscapes, providing a comprehensive overview of the organization's IT infrastructure and identifying opportunities for improvement.
- Exhibited independent planning and design skills, consistently delivering high-quality work and driving project success.
- Demonstrated strong problem-solving skills, effectively identifying and addressing project-related issues and risks.
- Exhibited excellent communication and collaboration skills, effectively working with cross-functional teams to drive project success.

### FOUNDER OF BYOGRAPH.COM

Website to create your own "Social ID"

Experiences: project planning, hosting, Wordpress, web design, implementation, HTML, CSS, JavaScript

### FREELANCER: SOCIALMEDIA MANAGEMENT

Management and advertising of social media channels for commercial purposes.

## VOLUNTARY ACTIVITIES

### HEAD OF CORPORATE COMMUNICATIONS

International Ruhr Academic Association | September 2022 - today

- Leads corporate communications for a youth organization with hundreds of members, reaching thousands of people through large-scale events, workshops, and seminars.
- Directs a dedicated team focused on strategic engagement with key regional decision-makers.

### DEPUTY HEAD

Nesil Generation X e.V. | 15 June 2020 - February 2022

- Coordination of numerous projects in the fields of education, society, integration, politics and sport

### HUMANITARIAN AID WORKER

In Syria & earthquake regions in Turkey | March 2023

## CERTIFICATES

### IBM

- PROJECT MANAGEMENT FUNDAMENTALS (PM10G | CLASSROOM)
- PROJECT MANAGEMENT ORIENTATION (PMS4G)
- INTRODUCTION TO AGILE DEVELOPMENT AND SCRUM (HONORS CERTIFICATE)
- INTRODUCTION TO CLOUD
- INTRODUCTION TO DEVOPS
- A TASTE OF AGILE

CERTIFICATION AS A TEAMER (FUDUL)