

Curriculum Vitae Thomas Höckmann

Name Thomas Höckmann
Date of birth 23.12.1953
Place of birth Höxter/Weser
Marital status married, 2 daughters
Address Im Streitfeld 16
44339 Dortmund
Telephone +49 231 9 80 22 62
Fax +49 231 9 80 22 63
Mail thomas@hoeckmann.de



Education

1972 Abitur in Dortmund
1972 - 1978 Ruhr-Universität Bochum
major subject: geography
minor subjects: law, geology, history
degree Diplom-Geograph

Employment history - projects

- since 01/2010 DEVK Versicherung in Köln**
- Organization and project coordination in SAP education
- 2009 DEVK Versicherung in Köln**
- Organization and project coordination in telecommunication projects
- ITERGO Informationstechnologie in Düsseldorf**
- Documentation and project assistance for field work project
- 01/07 – 01/09 H. & S. Consult GmbH & Co. KG – trading company in Dortmund**
- Creating an office organization incl. the selection of software
 - Back office in an automobile trading company (Aston Martin, Porsche etc.)
- 2006 Freelance**
- Creating a historical atlas incl. translation
 - Creating a website
- 07/97 – 12/05 DEVK insurance company in Cologne – freelancer – PMO functions**

Projects:

- JADE (Java Development Environment) – 19 months
- Migration Windows 3.1 to WindowsNT – 21 months
- Inventory of the existing C/S-applications – 6 months
- DAUS (DEVK-Außendienst-Unterstützungs-System) – 18 months
- Year 2000 migration – 20 months

Duties:

Project planning and controlling

- Creating and maintaining project plans (updates due to project changes, consultations with the sub-project managers in case of variations due to lack of resources, cases of illness etc.)
- Update of the project plans (periodical acceptance of the time sheets, corrections, amendment due to erroneous records etc.)
- Creating periodical reports (in time , in budget etc.)
- Monitoring the milestones (have all planned results been achieved)
- Initiation and follow-up of required quality measures for each milestone
- Consultations with departments (required personnel for department tests, coordinating dates etc.)
- Cooperation with the „Project Office“ for organisational, quality and controlling matters

Support for project members

- Administration of users in the project management system
- Support of external project members in administrative and technological aspects (e.g. application of access rights, logistics: computers, printers, etc.)
- Application for access authorisation for all necessary applications and data
- Upkeep of absentee lists (planning of vacations etc.)

Organisation and documentation of project meetings

- Preparation of project meetings (organisational and technical)
- Writing meeting minutes
- Preparation and upkeep of the to-do-list

Project documentation

- Creation of project reports
- Collection and editorial preparation of all sub-project reports
- Creation of charts for reports (organisational charts, flowcharts etc.)
- Creation of PowerPoint-presentations
- Definition of PowerPoint-templates
- Support and training of project members in creating presentations

Documentation

- Editorial preparation of all presented documents (compliance with standard layout, acceptable charts, proof reading, etc.)
- Conversion of Word-Documents to HTML for publication in the intranet
- Creation of operational concepts
Collecting the required information and documents from all participants (application development, production, user-help-desk, departments etc.)
Aggregation to one document according to company standards
Creating charts when necessary
- Follow-up of documentation
Deadline date control of quality measures
- Structuring the documentation in the intranet resp. the content-management-system
- Linking all documents in the intranet
- Creating a glossary in the intranet

Software tests

- Coordination of tests with programmers and departments (organisation and dates)
- Creating and maintaining test-documentation
- Performing function and acceptance tests

„Tidy up jobs “

- Registration of all host programs (about 18.000) in a database within the project Y2K
- Checking every program
Is it still needed? Has it been migrated? Will it be migrated? If so, until when?
- Registration of all client/server applications within the project „Migration to Windows NT“
Is it still needed? Consultations with the departments in case of none strategic applications (e.g. PowerPoint replaces CorelDraw)

Supporting the departments in the conversion process (training and supervising numerous trainees and pupils)

Applied software:

- MS Office incl. MS Access
- MS Project and PRISMA
- MS FrontPage,
- CMS Gauss (Content Management),
- ADONIS (workflow tool)
- Corel Draw and Micorgrafx Designer (graphic tools)

1999 – 2005 in between smaller projects for other clients

- Website-creation
- Documentation
- Location analysis

07/96 – 06/97

Medic GmbH – a medical establishment in Dortmund

Project supervision for the installation and implementation of a medical establishment

- Negotiations with the contractors
- Supervising the time schedule
- Acceptance of the construction work

Site analysis for new establishments

Implementation of marketing campaigns

- Creation of a website
- Mailings
- Creation of therapy reports
- Organising seminars, meetings and opening parties for new establishments

12/92 – 06/96

**Dr. Materna GmbH – software company in Dortmund,
Sales and marketing of a document management system**

Sales support

- Creation of tenders (documentation of the status quo and proposing of a concept)
- Calculation

Marketing

- Preparing fair participation
- Execution of marketing events (seminars)
- Writing user reports
- Writing system documentation
- Creating adverts
- Representation of Dr. Materna GmbH in the executive committee of the association Verband Optische Informationssysteme (VOI e.V.)

Purchase

05/91 – 12/91

**A+S GmbH – software company in Dortmund,
Sales and marketing of a laboratory-management-system**

11/87 – 04/91

**SAS GmbH – software company in Dortmund,
Sales and marketing of a project management system**

11/84 – 10/87

**KEINE GmbH – hard-/software company in Dortmund,
Sales and marketing of a production planning system**

10/81 – 03/83

**Municipal Council Mbeya/Tanzania
Town planner – German Volunteer Service**

11/79 – 09/81 and 04/83 – 12/83

**Researcher in a state institute in Dortmund working on a project about cross-border cooperation
(Germany, Netherlands and Belgium)**

10/78 – 3/79

Tour- guide in Morocco

Languages

- English (fluent, married to an American)
- Basic knowledge of French, Italian, Dutch, Kiswahili and Greek

Publication

- Höckmann, Thomas u.a.: Staatsgrenzenüberschreitende Beziehungen und Planungen im Gebiet der Region Rhein-Waal, Schriftenreihe Landes- und Stadtentwicklungsforschung des Landes Nordrhein-Westfalen, Bd. 1.034, Dortmund 1985

Website

- www.hoeckmann.de