



# The Butterfly's Netways

Exploring skills makes you inventive.

**Cathy Vranckx**

**Project Manager (IT operations & Strategy, Project & team Coordination)**

**Know-how - Experience - Communication - Innovation**

## Personal Data:

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## Computer literacy

Office Tools: MS Office, Libre Office, Open Office ,MS Project & visio, CMS (e.g Word press), ERP

E-Learning : Moodle

Web stats: Googles Analytics, Web trends.

Graphics : Adobe (Photoshop, Flash), Gimp

Development tools: Dreamweaver, XMLSPY, Wamp server

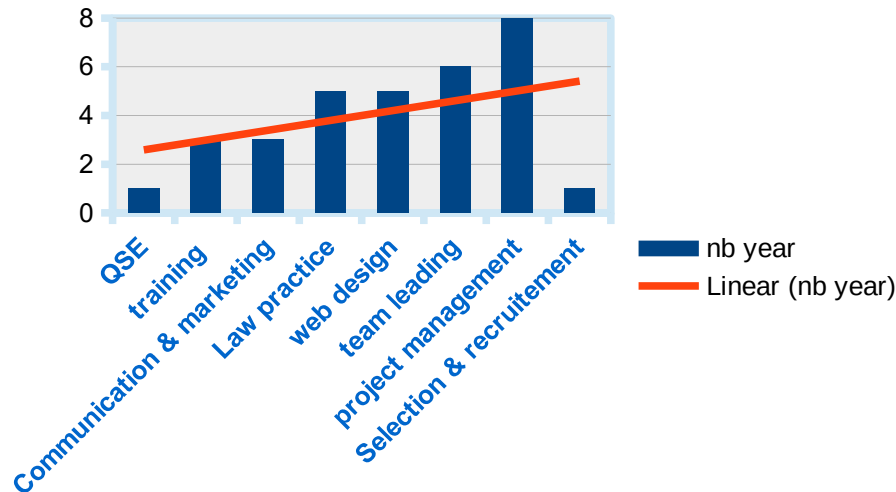
Programming: html, CSS, javascript, PHP

Modelling methods: UML, Merise.

## Industry sectors :

Civil Engineering - Public Sector - Information & Communication Technology - Insurance - Outsourcing, Staffing & recruiting - Judiciary

## Facts & Figures



## Other activities:

2015 -2016: private lessons in Mathematics (secondary education),Arlon, BE

29/03/2015: Zumba animation,Urbain Trail, Luxembourg, GDL

14/03/2015: Zumbathon Think Pink, Arlon, BE

06/03/2015: Zumba Lions Défilé , Habay Lion's Club, Arlon, BE

2012-2014: volunteer, Amnesty International «campagne Bénébou», Arlon, BE

2003-2005: volunteer,«les banques alimentaires», Bruxelles, BE

30/06/1990: awarded in classical dancing with high distinction degree,national academic,BE

## Languages:

French (native) - English (proficiency) - Dutch (fluent) - German (intermediate) - Spanish (basic) - Luxembourgian (starter)

## Education:

1995-1997: Licence en sciences criminologiques (Master I), Université Libre de Bruxelles, Belgique

1990-1995 : Licence en Droit (Master II), Université Libre de Bruxelles, Belgique

## Vocational training :

2016: Formation professionnelle en intégration Qualité Sécurité Environnement, Libramont, Belgique

2010 -2012: Module d'apprentissage intensif en allemand A0-B1, Forem Formation, Arlon, Belgique  
Intensiver Deutschkurs, Berlitz, Belgien

2004: Formation professionnelle en MS Project, Bruxelles - Formation, Belgique

2003 - 2004: W.A.D (Certification Web Application Developer), Interface3, Bruxelles, Belgique

30/06/2002: Attest van een leerjaar in het linear onderwijs voor sociale promotie: Nederlands en Engels, Audiovisueel Centrum, VGC, Brussels, België

30/04/1998: C.A.P.A (Certificat d'aptitude à la Profession d'avocat), Belgique

## Hobbies :

Ballet (Classical dancing) & Contemporary Dance - Sports (ski, kayak, Zumba) - Culture (theatre, exhibitions) - gardening

## Work experiences (sorted by application domains)

### Glossary

**BAJ:** Bureau d'assistance judiciaire

**BCD:** Bureau de consultation et de Désignation Pro deo

**ToR:** Term of references

**QHSE:** Quality, Health, Security and Environment

**TTT:** Transnational technology transfer

**IPR:** Intellectual Property Rights

**GUI:** Graphical User Interface

**SEO:** Search engine optimisation

**FTE:** Full time equivalent

**KPI:** Key Performance Indicator

**CMS:** Content Management System

**ERP:** Enterprise Resource Planner

## Management, coordination & Team leading

- 05/2016 to 06/2016 **QHSE Assistant, Schroeder & Associés S.A (Luxembourg, GDL)**
- SMQSE Analysis: review and draft new documented Information (ISO 9001:2015) – list of the 27 required InfoDoc
  - Draft risk assessment (SWOT), quotation system for risk and opportunities analysis.

- 07/2014 to 01/2015 **Project Coordinator, Delta Information technologies S.A (Mamer, GDL)**
- Coordinate projects & people: define and allocate missions\*, plan & report.
  - Manage IT operations (PMO): development, implementation, test and quality check deliverables.
  - Liaise with partners (e.g. *Web dev and design*) and sales manager regarding needs & requirements.
  - Draft & review corporate communication (e.g. *scope & policy, mission's check list, company's rules and regulations.*)

\*ERP missions to projects managers in charge, agile methodology

- 10/2005 to 05/2008 **Consultant, FDM Group S.A (Strassen, GDL)**  
**Client:** *Intrasoft international S.A, G-D Luxembourg/ European Commission*

### **Position: Information Manager (ICT expert)**

**Project:** *IRC Network: a support to Smes in Innovation (DG Enterprise and Industry, FP6 Innovation Policy)*

- Support to project management (PMO): planning & reporting, drafting scope, WoS and KPI\*, Swot analysis, provide legal support according to the framework contract.
- Lead IT operations (4FTE): development, test and implementation of Web features including Web design (e.g. *ergonomics, graphics Charts, content*) including helpdesk & IT support (3FTE), quality check
- Lead operational communication strategy: Content management (e.g. *CMS, quality check & reviewing and check TTT\* compliance with IPR\*, manage knowledge using archive tools and library*), networking, desktop publishing (e.g. *web content, newsletters, success stories and printed material such as handbook, leaflets, templates*), liaise with stakeholders and partners (e.g. *suppliers, printers*).
- Events and workshops: running training of a 4 day-sessions, responsible for incidental issues on stage, material and IT tools (e.g. *making of demo platform*) perform as trainer/speaker and moderator for the IPR session (IPR-Helpdesk took part in).

**Project:** *IRE, innovating regions (DG Enterprise and Industry, FP6 Innovation Policy)*

- Manage IT operations: web development & content, web site maintenance, IT HelpDesk and support.

**Project:** *Medlbtikar (Euromed)*

- Support to project management (PMO): inputs for ToRs, draft scope document and Graphics Chart.

### **Position: Project coordinator**

**Project:** *Sciences and Society (DG Research, FP6)*

- Coordinate a multi-disciplinary team (*translators, journalists, editors, IT developers*).
- Manage documentation, web content and desktop publishing (e.g. *press releases & updates, translations, quality check & reviewing*).
- Report to officials and stakeholders.

- 01/2005 to 03/2005 **Directrice -Adjointe (deputy director), Les Ateliers et éditions de la page S.C.R.L (Hamme-Mille, BE)**

- Coordinate and manage department staff (8 FTE), planning and budgeting, draft ToRs and contracts.
- Report and support to management board including legal advices.

### **Internship:**

*05-06 /2016: review and draft documented informations for a QHSE integration (ISO 9001:2015), Schroeder & Associés, Luxembourg, GDL*



### **Recommendation:**

*«[...]Her creativity and initiative can be considered as an added value to her skills for every professional cooperation.»*

*Berenika Marciniak,  
Deputy director at Polish  
Agency for Enterprise  
Development*



### **Recommendation:**

*[...] you would discover professionalism, attention to clients' needs and a swift and effective way of solving issues. [...] To this global vision she added a steep learning curve, a high sense of organisation, deep psychological insight (which is a very helpful tool in business) and understanding of management issues.*

*Jacqueline Hardy-Jamil,  
Freelance translator and writer*

## Information and Communication technology (ICT)

- 09/2008 to onwards    **Temporary missions/short-term (BE)**
- support in communication (e.g. *draft content for web edition, social media pages*)
  - support /cover in Web activities (e.g. *Web design and draft content*)
- 08/2004 to 11/2004    **Web Integrator & Content Publisher (short-term) , N-V Touring S.A. (Bruxelles, BE)**
- Project: GHOCA (Hotel and restaurant guide for professionals)*
- Deliver web design issues : graphics and content implementation, draft short abstract and scope documentation.
  - Stand-in as Web editor(e.g. *Web content ,news, press releases & updates*)
- 06/2004 to 07/2004    **Animatrice/Formatrice (trainer), Interface 3, (Bruxelles, BE)**
- Running of a 5 days session workshop
  - Coordinate speakers's time allocation and produce training's material
  - Provide graphics and draft content for dedicated website\*

\*SPIP (système de publication pour Internet partagé) for any publication issue

## Outsourcing, staffing & recruiting (HR)

- 06/2008 to 09/2008    **HR Consultant (short-term) , FDM Group S.A (Strassen , GDL)**
- Selection and short-listing, interviews.
  - Liaise with partners (e.g *HR services or umbrella companies*).
  - Provide legal support (e.g. *contract's incidental issues, labor law* )

## Law Practice (judiciary and legal advice)

- 1999-2001    **Legal Expert (A1 contractant agent ) , Attorney's Office Ministry of Justice (Charleroi, BE )**
- Project : BDDHU (database of violence offences related to the organised crime)*
- Create a tailored-made IT Tool (e.g. *MSDB*) that aims to analyse criminal profiles, provide statistics and a wide overview of the criminal phenomenon's in those territories
  - Coordinate investigations and liaising with stakeholders (Police, attorney's services, substitute, coroner, forensic services or laboratories).
- Lawyer**
- Assist the 1<sup>st</sup> attorney substitute, Organised Crime Unit
  - Manage prosecuting trial cases liaising with Victims Assistance Services (SAV): signposting, follow-up
  - Report to the first substitute and the first Attorney of the county area.
- 1997-1999    **Lawyer at the bar\*\* , C.vranckx 's law office (Bar of Charleroi, BE)**
- Stand as "*ad litem*" representative to Courts for litigation : pleas, claims and requests.
  - Provide first line support in legal advices within Public and Social Institutions (e.g. *BAJ, BCD, IPPJ et maisons de justice*).
  - Lead office management.
  - Collaboration with law Firms (e.g. *Germeau et Grenier, Ignace ,Scarna, Maindiaux et Barthélemy, Joris Dierckxsens*)

\*\* activity closed according to resignation from the bar for satisfying employment requirement to the prosecution services.

### **Internship:**

01- 03 /2004: Web application developer certification, SPRL HELLEA, Brussels, BE

### **Recommendation :** "[...]"

*I enjoy people that take an initiative to always make sure that their business and social networking talent is right in sync with technology and commutation."*

[Rade Glomazic](#), Country Manager at FCG Finnish Consulting Group Oy

### **Internship:**

1995 -1996 : stage d'observation de 240h, Parquet de Charleroi, section jeunesse, licence en criminologie,BE

### **Dissertation :**

1995 : "[L'adoption internationale en Belgique](#)", Droit International Privé (travail de fin d'étude), licence en droit. "[La C.I.T.E.S et le droit de l'environnement](#)", Droit International Public (travail de fin d'étude), licence en droit, 1995, ULB, Belgique