

25337 Elmshorn, d. 13.09.2002

Summary of responsibilities in my last 2 positions:

**Vignette Corporation:**

06/00 – 08/02      **Position:**      **Senior Systems Administrator**  
**Company:**      **Vignette Europe Limited**  
Head Office: Hamburg, Germany  
Location: Hamburg, Germany

As a Senior Systems Administrator located in Hamburg my primary responsibilities were to support, plan and maintain the EMEA infrastructure. Secondary responsibilities had a more global view. Working in very close relationship with the global headquarter based in Austin / Texas I had several global responsibilities were I was either project lead or member of the project team.

Main Responsibilities were:

- Creating and building and planning the Vignette EMEA IT infrastructure what required a lot of traveling through Europe (Netherlands, France, Spain, UK, Germany)
- 2<sup>nd</sup> and 3<sup>rd</sup> level support for Windows 2000 Server / Windows NT Domain administration / Microsoft Exchange Server administration
- Technical build out and project planning of the Vignette Hamburg / Germany office with 1200m<sup>2</sup>
- Technical build out and project planning of the Vignette Madrid / Spain office with 2400m<sup>2</sup>
- Technical planning of the Data Center move in the EMEA HQ in London
- Backup and disaster recovery
- Global User / group administration for 2400 users
- User support for about 450 EMEA users
- Project lead “Global Anti Virus Protection” based on NAI Total Virus Defense
- Project lead “Global Desktop Standardization” based on Windows 2000 Professional
- Microsoft Systems Management Server roll out
- Global DFS project roll out
- Consolidation of Offices throughout EMEA due to restructuring measures Vignette took over the last 1 ½ years

**Baan Deutschland GmbH:**

10/98 – 05/00      **Position:**      **Anwendungs und Systembetreuer**  
**Company:**      **Baan Deutschland GmbH**  
Head Office:      Hannover, Germany  
Location:      Hannover, Germany

Joining Baan Deutschland GmbH because of an acquisition in 1997 I had responsibilities as a NT Systems Administrator.

In October 1999 I was promoted to fulfill the role as IT Team Manager of the Baan Deutschland GmbH based in Hannover / Germany.

The IT department was responsible to provide several IT services (File & Print; Mail; network communications; telecommunication services) for our colleagues.

I was responsible for 10 locations in Germany and the IT department was serving about 550 users. The IT team had 6 employees within the IT department.

The locations we were responsible for were: Hannover, Hamburg, Berlin, Halle, Dresden, Chemnitz, Duisburg, Stuttgart, Frankfurt, and Munich

The main job functions were:

- Administer Exchange servers; application and file & print servers
- Close communication and coordination of global projects with our Corporate IT Team in the Netherlands
- WEMEA User / Group management for about 1200 users in 12 locations
- User support
- 2<sup>nd</sup> and 3<sup>rd</sup> level IT support
- Desktop standardization and rollout
- Working out guidelines and standards for the working processes
- Anti Virus protection for about 2500 users
- Microsoft Exchange Server Administration for 1200 users
- Asset management of the hardware
- Y2K readiness project responsibility for Germany (Windows Server, Windows Desktops, PBX, Router)
- Technical responsibility and project management of the build out for the German HQ of Baan in Hannover. The location was build for about 350 employees on 7 floors with about 6500 m<sup>2</sup> holding 450 seats

The build out of the main location of Baan Germany in Hannover had the following scale: We moved to a new building (about 350 people and 6500 m<sup>2</sup>). Before Baan utilized about 8 different office locations in Hannover. I was responsible for the technical planning and the

project management for the new location. The movement project planning was done in close relationship with the Facilities Manager of Baan.

As a temporary solution we move the ITC (Baan Training Center) into a different location about 1 ½ month before the actual move. This temporary move involved about 40 employees and 12 training rooms.

The project hold the following main tasks:

- Cabling of the test and build room (about 120 m<sup>2</sup>)
- Building of a central server system room
- Planning of the active network components
- Movement coordination
- Detailed time and project planning
- Planning of a fire fighting system
- Coordination during the build out process of the building with the leading Architect and the companies doing the actual build out