



## Cecilia Spiik

Project Manager

XPD AB

### **Personal Profile**

Cecilia primarily works as a project manager in a wide range of areas. Her main focus is that the project is completed on time and on target. With her broad experience from the commerce, IT, and hospitality sectors, Cecilia often has the main administrative responsibility for the project and ensures its on-time delivery. One of Cecilia's many talents is her ability to quickly spot and determine what needs to be taken care of. This talent is the reason she is usually in charge of managing the entire project.

During her time in the IT industry, Cecilia has earned the reputation of being able to quickly immerse herself in new projects and organizations. She has predominately worked in projects as a project manager but occasionally as a participant. Her assignments have lasted anywhere from a few months to several years.

As Cecilia has successfully completed several assignments for governmental organizations she has a deep and broad understanding of what is required of a project leader to satisfy both the client and the project participants in a government organizations. Through her extensive experience in foreign countries Cecilia has learned how to meet, negotiate and do business with people from different cultures. Cecilia started her career in IT in 1999 when she was responsible for network documentation for a governmental authority, and although she has had several forays into other business areas, Cecilia has always returned to IT.

### **Skills and expertise**

#### **DOCUMENTATION**

Cecilia has been responsible for and developed network documentation for large complex networks at a governmental agency with over 15,000 users. In addition, she has been responsible for the production of the technical documentation for one of Sweden's largest installations of video conferencing systems. She is currently responsible for the production of the documentation for the installation of a large wireless system.



## **PROJECT WORK**

Cecilia has worked as both a project manager and administrator in large complex implementation projects. These include:

- project administrator for one of Sweden's largest network installation for a governmental authority with over 12,000 employees,
- project administrator for one of Sweden's largest installation of a video conferencing system,
- project manager for the installation of a large wireless system encompassing more than 50 geographically separate branch offices,
- unit project manager for the roll-out of a port-based security system (802.IX) for a large government agency. (This is an on-going project and will roll-out over the next few years),
- project administrator for network segmentation for a large governmental authority.

## **Examples of assignments**

### **PROJECT ADMINISTRATOR, GOVERNMENT AGENCY, 1999**

Responsible for documenting updates and changes in the network documentation.

### **PROJECT ADMINISTRATOR, GOVERNMENT AGENCY, 2000**

Project administrator; responsible for installation logistics with new technology as well as planning and coordinating the installation.

### **PROJECT ADMIN/MANAGER, GOVERNMENT AGENCY, 2011 - ON-GOING**

Project administrator for the installation of Sweden's largest network installation for a governmental authority with over 12,000 employees.

Project administrator for one of Sweden's largest installation of a video conferencing system.

Project administrator for network segmentation for a large governmental authority.

Project manager for the installation of a large wireless system encompassing more than 50 geographically separate branch offices.

Unit project manager for the roll-out of a port-based security system (802.IX) for a large government agency. This is an on-going project and will roll-out over the next few years.



## **Previous employment**

### **SEASONAL WORK – HOTEL IN ITALY, 2000 - 2002**

Assistant hotel manager with responsibility for booking routines, check in and out and general logistics for the hotel

### **FACTORY AGENT IN THE CLOTHING INDUSTRY, ITALY, 2002 - 2007**

Cecilia was the link between the factories and customers. This included translation, new product development in conjunction with the customer, development of sales samples and production, inspection of production on site (in Mauritius and Pakistan), supervision of deliveries and checking delivery documents. She was responsible for the brands Armani, Benetton, Dolce & Gabbana, Napapijri, Replay and 55DSL.

### **CHECKOUT MANAGER, ICA KVANTUM, 2007 - 2011**

Operational manager for the day-to-day management of the check-out, post office, and for the store. In addition, Cecilia was responsible for personnel management/supervision, scheduling, calculation of the daily take and administration.

## **Degrees and education**

Brännkyrka Secondary School/High School – Finance with technology minor

Stockholm University, Department of Computer and Systems Sciences – DSV --  
Practical project management

## **Languages**

- Swedish – native language
- English – fluent
- Italian – fluent
- Spanish – basic level
- German – basic level