

Personal

Name: **Jacqueline Totzke Christoffel**
Year of birth: 1965
Nationality: German



Qualifications

University: Consultant for Organisational Development, MCV
Certified Coach, TRIGON Entwicklungsberatung, Austria
Postgraduate Diploma in Human Resources Management SNP,
University of Applied Sciences Olten
Management Diploma, IMAKA Zürich

Languages: German
Swiss German
English (written and spoken) - fluent

HR Knowledge: National and international projects in the fields of executive management, human resources management and internal communications

SAP-Skills: mySAP ERP HCM

Management-Summary

After 15 years of professional experience in Human Resources Management on all levels, 10 years as a manager and 8 years as member of the management board, Jacqueline Totzke Christoffel started to work as Consultant in 2004. She integrates in her work all her knowledge which she gathered during her professional career and strengthened profoundly with several educations and trainings. She has worked for companies of various sizes (3-2000 employees), of different sectors and with national and international activities.

- ❖ Owns extensive and sound knowledge in all matters relating to Human Capital Management as well as Personnel and Organisational Development. She has a deep understanding of the interrelationship between enterprise strategy ↔ HR and respects / integrates these aspects in her daily work.
- ❖ Expert in elaborating individual, customer-specific business solutions at a strategic and operational level.
- ❖ Has distinct social competences as well as strong communication, presentation and moderation skills.

Management and Consulting experience in various sectors: medical device, scientific institutions, non-profit organisations, machinery industry, energy distribution, facility management, retail, construction sector, sports, tourism, and public administration.

Project Experience

Year	Project and Activity	Company
2004-present	<p>Managing Director, Senior Consultant</p> <ul style="list-style-type: none"> ❖ Consultant with primary focus on: HR management, coaching, personnel development, organisational development, assessments ❖ Projects and assignments in a variety of sectors including: medical device and life sciences, university, scientific institutes, non-profit organisations, machinery industry, plastics industry, energy distribution, construction sector, facility management, public administration, retail, psychological practice 	Entwicklungs ART GmbH
1999-2004	<p>Head of Corporate HR, Vice President</p> <ul style="list-style-type: none"> ❖ Complete establishments of human resources management with all services, tools and the human resources team ❖ Strategic, operational, consulting and development activities within human resources: design and support of change processes, elaborating and implementing a process-oriented quality management system, international human resources management, spin-off of a business unit, participation in the due diligence phase for the merger with Synthes ❖ Manager of internal communication department 	Mathys Medizi- naltechnik AG
1997-1999	<p>Human Resources Manager for Environmental Sciences, Pharmacy, Mechanical Engineering and Systems Technology, Facility Management, Internal Services, Real Estate and Construction</p> <ul style="list-style-type: none"> ❖ Establishment of human resources management department and services ❖ Design and support of change processes in close cooperation with the human resources subdivision personnel and organisational development 	Swiss Federal Institute of Technology
1995-1997	<p>Human Resources Manager, Member of the Management Board</p>	Züblin AG
1994-1995	<p>Human Resources Manager, Member of the Management Board</p>	IKEA Möbelhaus AG
1994-1995	<p>Human Resources Manager, Personnel Assistant</p>	Sprecher Energie AG