

KATHRIN REHWALD

Online Business & Office Manager

- ☎ +49 172 6353581
- ✉ info@rehwald-business-services.com
- 📍 Warthebergstr. 26, 34466 Wolfhagen



> PROFESSIONAL EXPERIENCE

03/2023 - 01/2025 EXPERT MANAGEMENT, DEPARTMENT GASTRANSPORT
Wintershall Dea GmbH (former Wintershall Dea AG), Kassel/hybrid

- **Project coordination:**
creation of project plans in Excel, organization and implementation of meetings, project documentation and communication
- **Controlling & Procurement:**
Budget planning, cost center monitoring, evaluation and graphical processing of cost developments, processing and management of service contracts, invoice verification, support for external service providers
- **Focal Point SharePoint:**
Digital document storage, access management, creation of libraries, etc.
- **Commitment and additional activities:**
Supervision of children and young people at Girls' and Boys' Day,
Recruitment of interns in the assistance sector through presentations,
Applications and networking at the Friedrich List School in Kassel

05/2020 - 02/2023 HR OFFICER, HR DEVELOPMENT
Wintershall Dea GmbH (former Wintershall Dea AG), Kassel/hybrid

- **Global online Employee Engagement Survey:**
Management and support of the survey from conception to implementation and evaluation, implementation of English information events for international managers to derive action plans
- **International Trainee Programme:**
Coordination of foreign assignments, support of trainees incl. onboarding, organization of events
- **Process optimization & digitalization:**
Initiating and implementing optimization measures, including replacing spreadsheet-based work processes and manual user guides with software solutions

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> PROFESSIONAL EXPERIENCE

06/2015 - 04/2020 ASSISTANT, IT DEPARTMENT

Wintershall Dea GmbH (former Wintershall Dea AG), Kassel/hybrid

- **Project work:**

Collaboration on IT projects, including migration to Office 365 and post-merger integration, Support in the planning, coordination and implementation of other IT projects

- **IT topics and Communication:**

Onboarding of new employees including administration of IT rights and hardware, Conception of presentations and instructions, interface between IT and business, Organization and implementation of IT events

- **Employee support and office management:**

International correspondence as well as calendar and travel management, Monitoring of cost centers and budget control

08/2014 - 05/2015 ASSISTANT IT-DEPARTMENT (TEMPORARY)

SEFE Energy GmbH (former WINGAS GmbH), Kassel

- **Office Management:**

Correspondence, calendar management, document creation, travel management, Administration and recording of sick notes, order processing, visitor registration, Onboarding new employees

> EDUCATION

B. A. Business Administration (Note: 1,9)

Diploma Fachhochschule, Kassel

10/2017-03/2021

Apprenticeship Foreign Language Assistant

Friedrich-List-Schule, Kassel




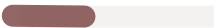



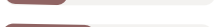

08/2011-06/2013

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> KNOWLEDGE & SKILLS

TOOLS

- MS Office 365 
- Jira 
- Trello 
- Glint 
- Canva 
- Wordpress 
- ChatGPT 
- SAP Fiori 
- ServiceNow 

SPRACHEN

Deutsch: Mother tongue
Englisch: C1
Französisch: B2-C1
Spanisch: A1