

## CURRICULUM VITAE

### Christian Kaufmann

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#### PROFILE (BIO)

**Current position:** Advisor Knowledge Exchange

**Education:** Master of Science in Management from HEC, University of Lausanne

**Languages:** German & Spanish (Mother Tongue), English (Professional fluency)

##### Profile statement:

Respected and dedicated professional with more than 10 years' experience in project management, business processes and financial accounting. Since 2021 he has specialised in knowledge exchange and learning, improving virtual collaboration at Swisscontact as well as introducing a learning management system to promote internal and external learning opportunities.

Christian considers himself truly international having grown up in countries such as United Arab Emirates, Honduras, Spain, USA, Greece and Chile, which have given him many unforgettable experiences and a unique mindset.

#### KEY QUALIFICATIONS

Knowledge Exchange / Capitalisation and Harvesting

Creation / Design of e-Learning Courses

Virtual Collaboration

#### PROFESSIONAL EXPERIENCE

<p><b>Institution:</b> Swisscontact <b>Date:</b> 01.2021 – present</p>	<p><b>Advisor Knowledge Exchange</b></p> <ul style="list-style-type: none"> <li>- Develop and implement Knowledge Management framework to capitalise critical project areas (products) and replicate it within Swisscontact.</li> <li>- Provide technical support of Collaboration Tools such as SharePoint, MS Teams, Zoom, Mentimeter, Articulate Rise, etc.</li> <li>- Responsible for Digital Learning Offer (Trainings and Learning Management System) within Swisscontact.</li> <li>- Coordination and implementation of internal virtual collaboration projects.</li> </ul>
<p><b>Institution:</b> Swisscontact <b>Date:</b> 07.2019 – 12.2020</p>	<p><b>Corporate Project Accountant</b></p> <ul style="list-style-type: none"> <li>- Proper mandate creation, budgeting and implementation of project budget amendments.</li> <li>- Monthly integration and quality check of local/field accounts.</li> <li>- Year-end accruals bookings.</li> <li>- Projects statements, financial reporting (internal/external) and reconciliation work.</li> <li>- First point of contact for local accountant.</li> <li>- Head Office bookings (allowances, service charging, other).</li> <li>- Payment plans, invoicing and payment conditions.</li> <li>- Responsible for proper and timely account assignment.</li> </ul>
<p><b>Institution:</b> WeAct AG <b>Date:</b> 10.2012 – 04.2018</p>	<p><b>Co-founder and Head of Operations &amp; Finance</b> Projects/Tasks/Management experience:</p>

	<p>Strategy, Vision &amp; Leadership</p> <ul style="list-style-type: none"> <li>- Development and continuous improvement of vision, mission and strategic planning.</li> <li>- Yearly planning and controlling of goals, budget, resources and KPI's.</li> </ul> <p>Operations and Project Management</p> <ul style="list-style-type: none"> <li>- Successful planning, organising, implementation and evaluation of 30+ employee engagement programs (WeAct Challenges) with various organisations (corporate clients, NGOs, etc.)</li> <li>- Implement and lead a continuous quality improvement process throughout the programmes with a lean start-up methodology.</li> </ul> <p>Finance and Administration</p> <ul style="list-style-type: none"> <li>- Responsible for financial planning, accounting and yearly budget planning and control</li> </ul> <p>Communications and Marketing</p> <ul style="list-style-type: none"> <li>- Developed, designed and communicated branding and positioning of WeAct products and services.</li> </ul> <p>Impact generated with WeAct since 2013:</p> <ul style="list-style-type: none"> <li>- 40 programmes implemented with 100 organisations.</li> <li>- 11,000 participants that made more than 900,000 sustainable actions</li> </ul>
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## REFERENCE PROJECTS

AbaFit: Rollout of new accounting system which involved training and migration from old system to new one within 150 projects.

## OTHER RELEVANT INFORMATION (E.G. PUBLICATIONS)

TEDx Talk: Gamifying Sustainability - Changing Behavior with Fun: Christian Kaufmann at TEDxYouth@Adliswil  
<https://www.youtube.com/watch?v=4WKzbsgiN4Q>