

Clara Viola Butz

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SUMMARY

Certified Project Manager with 4+ years of experience. Proven track record of delivering projects and increasing customer satisfaction through the execution of customer workshops. Expertise in communication, change management, event management and smart-city education. Background in Social Science and digital transformation.

WORK EXPERIENCE

Engagement Programme Lead, Academy of the Near Future, Dublin Nov 2023 – now

- Leading a smart city education programme for primary schools with focus on telecommunication and connectivity.
- Developing and delivering smart-city education workshops for primary and secondary schools.
- Achieving better insight into the impact of smart-city education through the collection and evaluation of smart-city education data.

Project & Office Manager, Quality Matters, Dublin Jun 2023 – Nov 2023

- * Organized and improved project management processes for current and upcoming projects, resulting in increased efficiency and effectiveness.
- * Created surveys and research reports for different projects in the not-for-profit sector.
- * Managed tendering procedures from start to finish.

PROSOZ Herten GmbH, Germany Jul 2018 – Jun 2022

Product Manager

Jul 2021 – Jun 2022

- * Successfully launched a new software line for the German building supervisory authority, utilizing the agile stage gate process, leading a dedicated agile product team.
- * Established trusting relationships and strengthened collaborations with key stakeholders, customers, and team members, helping to maintain and expand our market leadership.
- * Promoted customer orientation at our major client by developing a comprehensive roadmap for the transition to digital public administration and creating a dependable product plan.

Project Manager & Personal Assistant

Jul 2019 – Jun 2021

- * Responsible for a scrum-based software development team and supporting them in their change process setting things up for a new software generation.
- * Achieved a significantly better understanding of customer requests as well as what my colleagues needs to meet them through the development and execution of online workshops and live events with customers and coworkers.
- * Prepared management reports, metrics, and presentations while moderation weekly meetings.

EDUCATION

Master of Arts in Social Sciences *Ruhr-University Bochum (GPA 3.8)*

Bochum, Germany
Apr 2017 – Jul 2019

Bachelor of Arts in Sociology *University of Mannheim (GPA 3.6)*

Mannheim, Germany
Sep 2013 – Aug 2016

CERTIFICATIONS AND TRAININGS

SYMA - fit for Dynaxity (Systemic Management and Change Management) - umlaut SE	Nov 2021
Compact course for Business Administration - Haufe Akademie	May 2021
OKR Master - die.agilen	Apr 2021
Project Management (GPM) - Haufe Akademie	Feb 2021

LANGUAGES

German (native), **English** (fluent)

VOLUNTEERING EXPERIENCE

Festina Lente Charity Bray	Sep 2022 – Dec 2022
Second Chairperson of the Rock'n'Roll Club Münster e.V.	Mar 2019 – Mar 2020
Mentoring and tutoring for refugee children/ pupils	Nov 2014 – Dec 2017