

# CONTACT

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#### CERTIFICATIONS

- o PRINCE2
- o ITIL
- o AEC Disc Potentialberater
- o Finanzanlagefachmann 34f
- o Versicherungsfachmann 34d

# INTERMEDIARY PORTALS

- o LinkedIn
- Freelancermap
- o GULP



# TOBIAS POLKE

OWNER & CONSULTANT

**Date of Birth:** 16.03.1993 **Nationality:** Deutsch

Education: Master of Business Engineering

Languages:

German (native language)

• English (professional proficiency)

Spanish (elementary)



#### CONSULTING FOCUS

#### **IT CONSULTING**

IT Governance, IT Regulatory Affairs, IT Compliance, BaFinregulated environment

(KAGB/KAMaRisk/KAIT/VAIT/BAIT/DORA/BSI), Business Analysis, Demand Management, Requirements Management, Vendor Management, Audits, Internal Control Systems (ICS), Trainings

### **PROJECT- & PROGRAM MANAGEMENT**

(IT) project management and leadership, project control, project management office (PMO), project management maturity assessment, reporting, software implementation, change and transformation processes, procedure and method development, implementation in companies, stakeholder analysis.

#### **PROCESS MANAGEMENT**

Analyses, process modeling, optimization, KPIs, continuous improvement process (CIP)



#### KNOWLEDGE

Strategy, Scrum, Change Management, digitalization across various industries, establishment and management of IT governance and processes, regulatory compliance, BaFin, KAGB, KAIT, DORA, BSI, compliance, audit, (IT) project leadership, project management, IT consulting, IPMA, automotive, PEP, program management, rollouts, PMO, moderator/speaker, requirements management, business analysis, Business Model Canvas, innovation management, demand management, vendor management, transition management, documentation, market analysis, potential consulting, potential analysis, IT quality management, service design, ITIL, shared services, process optimization, process consulting, ARIS, BIC, CRM, reporting services, Salesforce, GDPR, delivery manager, product owner, problem management, investment and financial consulting, interim management, strategic corporate development

# SOFT SKILLS

- Communication and facilitation techniques
- Presentation skills
- assertiveness
- decision-making ability
- · conflict management
- leadership skills

# BRANCHEN

Financial services (banks, insurance companies, asset management companies, etc.), automotive industry, real estate sector

# IT KNOWLEDGE

- Outlook
- common MS-Office applications (Teams, Word, Excel, Power Point and more)
- Salesforce
- BIC, Aris, Adonis
- Jira

# INTERNATIONAL EXPERIENCE AND EXCHANGE PROGRAMS

- Sweden Jönköping Business School
- Japan Tokyo University of Agriculture & Technology
- USA Kelly School of Business





# CERTIFICATIONS

2023	•	Advanced training to become a certified expert for the public sector
2022		Advanced training as a certified financial investment specialist (Section 34f)
2021		Certification as an AEC DISC Potential Consultant
2021		Advanced training as a certified insurance specialist (Section 34d)
2019		Master of Business Engineering
2018		Global Management Development Program (Kelly School of Business)
2018		International Management & Marketing Steinbeis Course (Jönköping Business School)
2018		International Management & Marketing Program Tokyo University of Agriculture & Technology
2016	•	Bachelor of Engineering





Seit 08-2023 German insurance company, Frankfurt

Role: IT-Berater

Project Assignment: Implementation of VAIT compliance and DORA foundation based on selected audit findings in

the area of IT security

#### Tasks:

- Design and roll-out of an approach for planning and conducting gap analyses and penetration testing measures (assessment of security level)
- Design and roll-out of a comprehensive vulnerability and patch management process
- Development of policies and work instructions in compliance with regulatory requirements
- Process modeling (BIC)
- Stakeholder management

Jan 22 – Internationales Asset Management company, Köln

Mai 23 Role: IT consultant & Support

Project Assignment: Establishment and implementation

of IT governance in accordance with KAIT

requirements

- Consulting on regulatory requirements related to IT governance, IT security, KAIT, KAMaRisk, and KAGB
- Development of emergency manuals and a business continuity management (BCM) concept based on KAIT requirements and BSI Standard 200-4
- Preparation of documentation for PwC audit
- Redesign of authorization management and risk management in accordance with KAIT
- Administration, user management, and setup of RE-VC
- Service provider management
- Aufbau Development of a folder structure and naming convention
- Change management communication plan





Jan. 2021 - German asset management company, Frankfurt

Dez. 2021 Role: IT Consultant/Project Manager

Project Assignment: Analysis and implementation of KAIT

within the organization

#### Tasks:

Gap analysis

Assessment of the current state and definition of the target state

• Development of project and implementation plans – Gantt chart

Project management

Interface between IT and business

Risk identification

 Creation of a policy framework according to KAIT, KAMaRisk & KAGB

• Vendor management

Jan 19 - International Asset Management company, Köln

Dez. 20 Role: IT Project Manager

Project Assignment: Migration of sales employees from

MS Dynamics to Salesforce

#### Tasks:

Process analysis

• Stakeholder analysis and management

• Requirements management – demand management

Coordination and facilitation of project meetings

• Planning, control, and monitoring of the IT project

• Development of project and implementation plans – Gantt chart

Project management – coordination of project participants

Interface between IT and business

• Vendor management





Seit Mai 2019 German financial services company

Role: Leader/Manager

Project Assignment: General Management - Building up a

financial services company

#### Tasks:

- Building a sustainable sales structure
- Training and enabling sales partners
- Employee coaching
- Professional and disciplinary leadership of a team leadership responsibility
- Advising individuals and companies on financial matters
- Maximizing employee potential

Jan 18 – International Asset Management company, Köln

Jan. 19 Role: Porject Manager/Process Consultant

Project Assignment: Implementation of a companywide process structure with a focus on real estate

processes

- Clarification of project scope
- Interviews with service providers
- Interface management business units and service providers
- Development of the process structure
- Coordination of project meetings and stakeholders
- Conducting process analyses with business units
- Process modeling in BIC
- Establishment of a filing structure
- Change Management





Jun. 18 – **Japanese automotive supplier – Tier 1** 

Aug. 18 Role: Analyst/Consultant

Project Assignment: Strategic consulting – development and planning of an expansion strategy for market entry

into Germany (from Japan)

#### Tasks:

Definition of corporate objectives

• Research within international project teams

Design Thinking

• Coordination of international project teams

Preparation of decision-making documents for executive management

· Presentation of results to executive management

Mai 18 - Indiana University

Juni 18 Role: Analyst/Consultant

Project Assignment: Development of an MVP (Minimum

Viable Product) for product validation

- Design Thinking in international teams
- Research on the required product
- Creation of a Minimum Viable Product (MVP) to validate a smart disinfection solution for hospitals
- Presentation of results to executive management





Feb. 18 - Swedish automotive outfitter

März 18 Role: Analyst/Conultant

Project Assignment: Development of an expansion strategy for market entry into Germany (from Sweden)

#### Tasks:

- · Definition of corporate objectives
- Research
- Coordination of international teams
- Preparation of decision-making documents for executive management
- Presentation of results to executive management

März 17 - International Asset Management company, Köln

Jan. 19 Role: Project Manager/Process Consultant in the field of

Organization/Processes and Compliance

Project Assignment: Development of a process landscape with a focus on core processes of the asset management

company

- Demand management
- Interviews with business units
- Identification and definition of core processes
- Interface management between business units
- Development of the process structure
- Coordination of project meetings
- Conducting process analyses with business units
- Process modeling in BIC
- Establishment of a filing structure in SharePoint





Okt. 16 - **German telecommunications company, Köln** 

März 17 Role: Process Consultant/Manager

Project Assignment: Process optimization of existing

processes

#### Tasks:

• Demand management

• Stakeholder management

Process analysis of existing processes

 Establishment of risk management including internal control system (ICS)

· Definition of sustainable KPIs

Process modeling in ARIS

März 16 - German automotive group, Stuttgart

Okt. 16 Role: Consultant

Project Assignment: Optimization of existing project

management standards according to IPMA

# Tasks:

• Analysis of existing standards

Comparison with IPMA standards

Workshop facilitation

· Definition of a criteria catalog

• Definition of a continuous improvement process (CIP)

Okt. 15 - German automotive group, Stuttgart

März 16 Role: Project Manager/Support

Project Assignment: International project management

- development of a shared platform

- Leading and moderating international module group workshops
- Consulting on PEP (Product Engineering Process)
- Coordination with Japanese cooperation partners
- Implementation of Access database for bill of materials optimization
- Preparation and follow-up of workshops

