



Marie-Charlotte Matthes

Digital Project Manager

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[LinkedIn](#) • [GitHub](#) • [Website](#)

PROFILE

Dedicated project manager with over two years of experience in web development and a strong interest in sustainable, digital transformation.

Fluent in German and English.

I work in a solution-oriented manner and successfully apply my open, communicative nature to interdisciplinary interfaces within the company.

SKILLS

- Atlassian (Jira, Confluence, Trello) & Asana
- Microsoft Office
- Python (Basics)
- HTML, CSS (Basics)
- Git (Basics)
- Adobe Creative Suite
- Wordpress
- Hubspot
- JTL Shop, JTL Wawi
- Shopware

CERTIFICATES

- Greenbootcamps Data Analytics Class (2024)
- Agile Project Management Specialist (IHK) (2023)

WORK EXPERIENCE

07-2021 – 10-2023 **Solution360 GmbH** in Berlin

Project Management E-Commerce Management of technical e-commerce projects (JTL and Shopware). Conducting customer workshops, creating requirements analyses, consulting. Projects including belama.de, pickmotion.com, myhealthshop.ch.

08-2019 – 06-2021 **Jobufo GmbH** in Berlin

Social Media Management Management of all social media accounts: B2B (LinkedIn, Xing, Twitter) and B2C (Instagram, Facebook, TikTok). Content strategy development including the company's blog. Layout and design of content pieces.

04-2019 – 07-2019 **Freelance** in Berlin

Design & Communication Graphic design, public relations and project management for the 'Hello Diversity!' conference and the university course 'WoMenventures' (entrepreneurship education). Production of animated teaching videos for entrepreneurship education.

08-2014 – 03-2019 **Student Assistant • Freie Universität Berlin** in Berlin

Design & Communication Web design and project management for web development. Design concepts and communication for new teaching formats and conferences. Production and revision of teaching material (videos and slide presentations).

11-2018 – 01-2019 **Internship • Netzpolitik.org** in Berlin

Editor Research and writing over 40 articles for the editorial team at netzpolitik.org.

08-2015 – 10-2015 **Internship • Wunderflats GmbH** in Berlin

Marketing & Sales Landlord acquisition, backend maintenance and public relations.

11-2012 – 07-2014 **Working Student • Digitas LBI** in Berlin

SEO & Affiliate Marketing Content creation for travel blogs, affiliate publisher management and affiliate reports for clients.

EDUCATION

10-2015 – 03-2019 **Business Information Systems • Freie Universität Berlin**

Master of Science 1,7 Focus: Project management for software development, User Centered Design.

10-2011 – 09-2015 **Business Administration • Freie Universität Berlin**

Bachelor of Science 2,6 Focus: Business Information Systems, Marketing, Statistics, Management.

08-2003 – 05-2010 **Domgymnasium Verden (Aller) • High School**

Abitur 1,9 Higher Classes: Art, English, German, History, Mathematics.