

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

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Nationality German  
Date of birth 12/6/1971

WORK EXPERIENCE

- Dates (from – to) 9/1/1998 onwards
- Name and address of employer Confidential
- Type of business or sector IT – Consulting and Services Company
- Occupation or position held Project Manager
- Main activities and responsibilities
  - Management of projects (Content Management and Document Management, e.g. Web, Client/Server, Database) with direct customer contacts
  - Projects with e.g. Documentum
  - Training of trainees at two company sites
  - Technical Administration of the internal Document Management System
  
- Dates (from – to) 1/11996 – 7/31/1998
- Name and address of employer CSC Ploenzke AG, Valoisplatz 2, 26382 Wilhelmshaven  
Tel.: (49-4421) 94 79 – 0, Fax: (49-4421) 94 79 – 100, E-Mail: hgrube@csc.com
- Type of business or sector IT – Consulting and Services Company
- Occupation or position held Administration / Development and practical semester
- Main activities and responsibilities
  - Assistance of the administration
  - Programming of small programs for the assistance of timekeeping

EDUCATION AND TRAINING

- Dates (from – to) 3/2003
- Name and type of organisation providing education and training Documentum Inc., Unterhaching/Taufkirchen
- Principal subjects/occupational skills covered Training course / Advanced training
- Title of qualification awarded Documentum D5 – Deltatraining
  - Technical overview, Novelties and their applications
  - Advantages and implementation

- Dates (from – to) 6/20/2002 – 6/22/2002, 1/31/2002 – 2/2/2002, 10/4/2001 – 10/6/2001
  - Name and type of organisation providing education and training Hamburger Team, Bad Zwischenahn
  - Principal subjects/occupational skills covered Training course / Advanced training
  - Title of qualification awarded Integrated project management – Course 3 of 3
    - Team development, Team roles, Team management, Motivation und self responsibility
 Integrated project management – Course 2 of 3
    - Communication and und conduct of negotiations
 Integrated project management – Course 1 of 3
    - Project work and project management
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- Dates (from – to) 5/15/2002 – 5/16/2002 and 5/22/2002 – 5/24/2002
  - Name and type of organisation providing education and training Freund + Dirks, 61276 Weilrod
  - Principal subjects/occupational skills covered Training course / Advanced training (in-house training)
  - Title of qualification awarded
    - C# - Basics and Visual Studio .NET: theoretical introduction and practical workshop
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- Dates (from – to) 11/29/2000 – 12/1/2000
  - Name and type of organisation providing education and training Documentum Inc., Unterhaching/Taufkirchen
  - Principal subjects/occupational skills covered Training course / Advanced training
  - Title of qualification awarded Developing Web Applications
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- Dates (from – to) 1998 and 4/3/2000
  - Name and type of organisation providing education and training Chamber of commerce and industry (CCI), Oldenburg
  - Principal subjects/occupational skills covered Training course / Advanced training
  - Title of qualification awarded Training supervisor
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- Dates (from – to) 9/1/1994 – 6/29/1998
  - Name and type of organisation providing education and training Advanced technical college, 26389 Wilhelmshaven
  - Principal subjects/occupational skills covered Course of study 'Industrial engineering and management', branch of study 'Software engineering'
  - Title of qualification awarded Degree industrial engineer, grade ("good")
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- Dates (from – to) 8/1/1992 – 5/25/1993
  - Name and type of organisation providing education and training Technical school 'BBS I', 26384 Wilhelmshaven
  - Principal subjects/occupational skills covered
  - Title of qualification awarded Advanced technical college certificate, grade „good“
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- Dates (from – to) 8/1/1989 – 6/24/1992
  - Name and type of organisation providing education and training Förderanlagen und Maschinenbau, Banter Weg 7, 26389 Wilhelmshaven
  - Principal subjects/occupational skills covered Vocational education to an 'Industrial clerk'
  - Title of qualification awarded Industrial clerk

PERSONAL SKILLS AND COMPETENCES	
MOTHER TONGUE	GERMAN
OTHER LANGUAGES	
	ENGLISCH
• Reading skills	GOOD
• Writing skills	GOOD
• Verbal skills	GOOD
SOCIAL SKILLS AND COMPETENCES	<ul style="list-style-type: none"> <li>- Team spirit obtained through experiences in business and sportive activities (Football, Tennis, Badminton)</li> <li>- Friendly acquaintance with customers obtained by often customer contacts</li> <li>- Motivation of the team members obtained by trainings occupational activity</li> </ul>
ORGANISATIONAL SKILLS AND COMPETENCES	<ul style="list-style-type: none"> <li>- Project management in the fields of content management und document management with customer contacts</li> <li>- Managing und Coordination of project teams acquired in trainings and occupational activity</li> <li>- Structuring / Organisation of project data and project information with quality specifications (ISO 9001:2000)</li> </ul>
TECHNICAL SKILLS AND COMPETENCES	<p>Knowledge</p> <ul style="list-style-type: none"> <li>- Server/Operating systems: Microsoft Windows NT/2000, UNIX, heterogeneous system architectures</li> <li>- Database systems: Oracle, MS Access, (MS SQL Server)</li> <li>- Communication: TCP/IP Sockets, HTTP</li> <li>- Programming languages: C/C++, PowerBuilder, Visual Basic, Docbasic, Documentum Foundation Classes (DFC), HTML, Javascript, Visual Basic .NET, (C#)</li> <li>- Modelling: ER - Models (e.g. ERWin)</li> </ul> <p>Acquired both in trainings and during the occupational activity / during the course of study.</p>
OTHER SKILLS AND COMPETENCES	Hobbies: Tennis, Badminton, Squash, Swimming
DRIVING LICENCE(S)	German Class B