

EKATERINA KOLTUNOVA

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Birthday 15 October, 1973



EDUCATION

St. Petersburg State University of Engineering and Economics (ENGECON) www.engec.ru

- 1996-1999 Postgraduate studies, PhD research “*Effective approaches to software project and process management*”
- 1991-1996 MS, Honour Diploma in Business Administration and Computer Science

QUALIFICATION HIGHLIGHTS

- Strong theoretical background in strategic management, project management, finance, accounting and economics.
- Twelve years of practical experience in all phases of software development for commercial and government organizations. Expert in software development process.
- Technical skills in database management, process modeling, web and ERP systems and tools.
- Expertise in software development process: CMMI, SPICE, Microsoft Solution Framework, Structured and object oriented modelling techniques: IDEF0, eEPC, UML.

EXPERIENCE

2004 – now **IT and Management Consultant www.koltunova.com Sole Proprietorship.**

Training and Consulting Services for commercial companies to achieve sustainable competitive advantages using information technologies operational performance improvement and innovations:

- IT strategic management. Information system evaluation and selection. MIS/ERP tender process control. Specification design.
- Business process modeling and optimization.
- IT project management consulting

From 2004 till now in cooperation with the leading training companies Eventum www.eventum.ru and Nowadays www.nowadays.ru a number of open and corporate seminars (IT strategy, Business process optimization, IT project management) were provided for the following clients: *KSK Films Company, TNK-BP, Basic Element, bank Russian Standard, Vnesheconombank, Ayaks, Diasoft, Iris, Contact-expert, Lider, MTT, Tchibo CIS, Pilot, Afisha publishing house, Interpipe (Ukraine), Energomash UK, Rossgostrakh, Azbuka Remonta and many others.*

2005, January – 2006, April **SAP EMEA Insurance Hub, Consultant**

- SAP Insurance solution (Policy Management, Claims Management, Collections and Disbursement) customization for Russian market.
- Demo-build projects, pre-sales

2003 – 2005 High-tech venture project “Carabi” **Investor / Business Development Director.**

Responsible for the following business direction:

- Strategic and operational marketing. Marketing materials production. New business generation.
- Sales and pre-sales. Product presentation, demo-build, demo and sales seminars organization.
- Business functional system design. Conceptual and system design for niche markets (insurance, manufacturing)

2002 – 2003 Science Management Consulting Russisa (SMCR) **Management Consultant.**

Informations technologies, financial management, KPI, BSC and BPR.

- Business process modeling and re-engineering for ITRACO GmbH – distributor of polytrophic materials and equipment (CIS).
- ERP system and vendor evaluation and selection project for ITRACO
- Internal consulting projects review for other SMCR clients (Taloso, MVideo)
- Pre-sales support in IT-consulting domain

1999 – 2001 **Computers Systems for Business International Eastern Europe (CSBI EE) /**

Total Objects – supplier for the Lloyds Market www.totalobjects.co.uk

Project Manager / Business analyst

- Full responsibility for “Offshore software development department”: client communication, project management, specification development.
- Design new software products concepts, analysis of competitors’ software products on the market in targeted niche markets.
- Responsibility for quality assurance activities: company standards, metrics, and operational procedures. Preliminary work to complain ISO 9000 / CMM Level 3.
- Responsibility for MCP (Microsoft Certified Partner): compliance to partnership requirements, promotion of the new technologies. Presentation on seminars / conferences.

1993, OCTOBER – 1999, OCTOBER IT CONSULTANT / APPLICATION DEVELOPER

Projects

- 1998, November – 1999, October **Magnat Ltd:** Back-office system design, development and deployment of the following modules: Procurement, Sales, Production, Finance.
- 1997, May – 1997, September Design and Programming of Multimedia encyclopaedia “Dogs”
- 1996, September – 1997, February **G.C. HAHN&Co.** Back-office system design, development and deployment: Sales Logistic, Quotation, and Billing.
- 1994 – 1997 University **for Engineering Economics (Operations research dept.)** System

design and development:

- **Financial Monitoring** system for Leningrad Metal Factory
- **Financial Analysis** IT solution for Kirgizia State Property Committee
- **Business evaluation** IT solution for Kirgizia State Property Committee.

TECHNICAL PROFICIENCE

RDBMS: SQL Server 2000; Progress 8.0; MS Access; Visual FoxPro 6.0 (5 years experience in FoxPro programming);

Business Intelligence: SQL Server Analysis Services,

Reporting: Crystal Reports 7.0, Actuate 8.0

Programming: Visual Basic 6.0, .Net

Project Management: MS Projects (advanced user),

Office Tools: Power Point, MS Word, MS Excel (experienced user)

CRM: Sales Logics, B2B: MS BizTalk

ERP and business applications: Sun Accounts, OASIS, PRO/MIS,

CASE: ARIS 5.0, Rational Rose'2000, Visio 2002, BPWin 2.5

Document Management: MS Exchange 2000 Server, Share Point Portal Server

SAP TRAINING

- SEM010 Strategic Management (SAP BW)
- FS310 Collections & Disbursements
- FS315 Collections & Disbursements Customizing
- FS330 SAP Claims Management - Overview
- FS335 Claims Management Customizing

PUBLICATIONS

1. SOA eGovernment unified software application architecture. VCSS.Connect №4 2005
2. Information systems selection and evaluation. Journal Company management, July, 2004
[http://management.web-standart.net/article0\\$!22381.htm](http://management.web-standart.net/article0$!22381.htm)
3. Costs controlling using workflow process management information systems. Science articles of OR department N 3. pages. 73-78. Structures and process modeling in economic science. Engecon, 2005 г.
4. How IT project costs could be measured? <http://www.nsd.ru/home.asp?artId=2141>
5. Software lifecycle models and software requirements. <http://www.nsd.ru/home.asp?artId=2142>
6. Investment project cash-flow modeling at early stages. Science articles, OR department, Engecon, 1999.