

## HR Interim Manager



**Name:** Michael Kraupa  
**Professional experience:** 25 years  
**Professional focus:** HR Management & Administration, Recruiting, HR Business Partner, Change Management, Restructuring & Building/ Leading HR teams / HR processes, Training & Development/ Performance Management/ / New Work, Labour Law & Works Council, Onboarding/ Culture and Values, Employer Lifecycle, International HR  
**Availability:** December 2024  
**Place of living:** Munich/ Germany  
**Work permit:** European Union

### Professional and project experience as an HR Interim

03/2024 – 12/2024 Kassel	<b>Senior HR Business Partner,</b> Hübner GmbH, Rail Supplier - HR Support for 455 Employees and Managers - Part of the HR Process team (Recruiting, Onboarding, Contract Management) - Recruiting - Change Management guidance (Fit for Future Programme, Management and Employees) - Absentee Management - Works Council Relationship
07/2023 – 02/2024 Munich	<b>Senior HR Manager,</b> Giesecke + Devrient, Currency Technology - Reorganisation & Change Management and reconstruction of business line (250 employees) - Recruitment of managers and employees (blue and white color) - Performance Management (annual process with new system) - Salary process and benefits - Cooperation with works council
01/2023 – 03/2023 Munich, Sailauf	<b>HR Manager,</b> Magna Cosma, Automotive - HR Management & Administration (Payroll, Data Management) for Group Office, - Relocation Project Russia, - Recruitment,
09/2022 -12/2022 Biebertal, Düsseldorf	<b>Head of HR</b> Inwerk GmbH, office furniture - Conception and implementation of HR policies (vacation, core working hours, remote policy)

	<ul style="list-style-type: none"> <li>- Training of managers in development and target agreement and target achievement discussions</li> <li>- Support and process optimization of the recruiting process</li> <li>- Support of the management in all HR topics</li> <li>- Setting up an HR dashboard reporting</li> <li>- Lead HR Team</li> <li>- Support with new benefits (part-time, pension plan, job bike, mobility concept, new work, employee surveys)</li> </ul>
9/2021 – 11/2022 Munich	<p><b>Head of HR</b> HMNC Brainhealth (Start up), pharmaceuticals</p> <ul style="list-style-type: none"> <li>- Benchmark driven development of all HR processes &amp; systems</li> <li>- Talent acquisition of specialists and executives</li> <li>- Implementation of a HR system (Personio), Payroll support</li> <li>- Introduction of compensation &amp; benefits,</li> <li>- Interface to payroll</li> <li>- Takeover of the entire employer lifecycle (contracting, onboarding, administration)</li> <li>- set up performance management process and objective setting</li> </ul>
6/2021 – 8/2021 Cologne	<p><b>HR Manager</b> Cleverbridge, epayment</p> <ul style="list-style-type: none"> <li>- Support of managers and employees</li> <li>- Introduction of new benefits (job ticket)</li> <li>- Management of the employer lifecycle</li> <li>- Redesign and implementation of employee onboarding</li> </ul>
03/2021 -05/2021 Remote	<p><b>HR Business Partner EMEA</b> Fortinet, cyber security</p> <ul style="list-style-type: none"> <li>- Support of managers</li> <li>- Participation in leadership development</li> <li>- HR related support of a new company site</li> </ul>
8/2020 – 2/2021 Mönchengladbach	<p><b>Human Resources Manager</b> ATB Schorch, electric engines</p> <ul style="list-style-type: none"> <li>- Cooperation with the Works Council</li> <li>- Recruiting</li> <li>- HR Projects (New Bonus System, Corona Management, Operational Integration Management, etc.)</li> <li>- Close cooperation with the managing director and coach of the executives</li> <li>- Lead HR Team</li> </ul>
7/2019 – 3/2020 Miesbach	<p><b>Head of HR</b> Luye Pharma</p> <ul style="list-style-type: none"> <li>- Management of the Human Resources Department</li> <li>- Consulting of executives and management</li> <li>- Introduction of a talent management process</li> <li>- Negotiations with the works council (works agreements)</li> <li>- Cooperation with HR headquarter (China)</li> <li>- benchmarking HR- structures, policies, processes</li> <li>- Lead HR Team</li> </ul>

2/2019 – 6/2019 Feldkirchen	<p><b>HR Manager</b> Oerlikon Additive Manufacturing</p> <ul style="list-style-type: none"> <li>- Support of employees and executives</li> <li>- Recruiting</li> <li>- Development and consolidation of HR processes</li> <li>- HR Development of the Digital Hub business unit</li> </ul>
9/2018 – 11/2018 Munich	<p><b>HR Compensation Manager</b> Curanum, health care</p> <p>Creation of a new bonus model and implementation in an HR system</p>
9/2017 – 10/2018 Munich	<p><b>Senior HR Manager</b> Citrix, software</p> <ul style="list-style-type: none"> <li>- Reorganization and Change Management internal Sales &amp; Field Force</li> <li>- Cooperation with the works council,</li> <li>- Implementation of global projects, close coordination with the HR Europe Team,</li> <li>- Consulting and Coaching of the GF and the Management Team</li> </ul>
4/2017 – 8/2017 Ingolstadt	<p><b>HR Business Partner</b> Media Markt Saturn Holding, retail</p> <ul style="list-style-type: none"> <li>- Project Management HR Processes,</li> <li>- Negotiation of Works Agreements Working Hours, Sunday and Holiday Work,</li> <li>- Recruiting and On-Call Service,</li> <li>- Cooperation in the Introduction of the Privacy Policy</li> </ul>
7/2016 – 4/2017 Erlangen	<p><b>HR Business Partner</b> Nutricia, food</p> <p>HR Business Partner for Sales, Marketing and Medical for the DACH region for about 400 employees.</p> <ul style="list-style-type: none"> <li>- Recruiting,</li> <li>- negotiation with the BR,</li> <li>- special projects, salary round and performance management.</li> <li>- Support in HR reorganization</li> </ul>
4/2015 – 7/2015 Bonn	<p><b>HR Consultant Compensation &amp; Benefits</b> Faitrade/Flocert</p> <p>Conception, elaboration and negotiation with the works council for a new Performance Bonus System</p>
6/2014 – 10/2014 Munich	<p><b>HR Manager</b> Real I.S.</p> <ul style="list-style-type: none"> <li>- Consulting executives and cooperation works council</li> <li>- Recruitment and onboarding</li> <li>- Participation in the realignment of the compensation policy</li> </ul>

7/2013 – 3/2014 Munich	<p><b>HR Project Manager</b> E.ON Germany Sales</p> <ul style="list-style-type: none"> <li>- HR-related merger of six sales companies into a Germany-wide sales organization (transfer of operations, process control, communication, system mapping)</li> <li>- Project employee Car-Policy, Project Manager Deal of the Month</li> <li>- Personnel Manager Private Customer Sales and E for Simple</li> </ul>
4/2013 – 6/2013 Munich	<p><b>HR Manager Central &amp; Eastern Europe</b> Client anonymous</p> <ul style="list-style-type: none"> <li>- Presentation and clarification of the Compensation &amp; Benefits structure in Poland</li> <li>- Support of managers and employees</li> <li>- Implementation of the Performance Management Process</li> <li>- Control of the Annual Salary Increase Process</li> <li>- Separation Management</li> </ul>
8/2012 – 12/2012 Munich	<p><b>HR Manager</b> NTT DATA Deutschland GmbH</p> <ul style="list-style-type: none"> <li>- Support of managers and employees</li> <li>- Recruitment (30 vacancies filled)</li> <li>- Development and implementation of an employee retention program (referral program)</li> <li>- Conception and implementation of onboarding measures</li> <li>- Presentation of an assignment process for China, USA and Europe</li> </ul>
5/2012 – 7/2012 Munich	<p><b>HR Business Partner Central &amp; Eastern Europe</b> Heamonetics</p> <ul style="list-style-type: none"> <li>- Support of employees and management</li> <li>- Cooperation with the Works Council in the area of compensation structure (variable salary component)</li> <li>- Participation in international projects in the area Of Compensation &amp; Benefits (Jubilee Award)</li> <li>- Management of reorganizations and integrations</li> <li>- Recruitment</li> </ul>
11/2011 – 2/2012 Ottobrunn	<p><b>Human Resources Manager</b> TE Connectivity</p> <ul style="list-style-type: none"> <li>- Support of senior managers</li> <li>- Realignment of Car Policy</li> <li>- Conclusion of company agreements for working time flexibility</li> <li>- Management and realignment of the HR team</li> <li>- Implementation of a strategic recruitment process</li> </ul>
12/2010 – 10/2011 Munich	<p><b>HR Business Partner</b> 02/Telefonica Germany</p> <ul style="list-style-type: none"> <li>- Establishment of the international compensation &amp; benefits structure of the business unit in the network of Telefonica Global (grading, bonus structure, car policy)</li> <li>- Support of senior executives in projects, change management and organizational changes</li> <li>- Support in the transfer of operations and staff reductions Hansenet</li> </ul>

recruitment to the target header account (70 additional positions, key account, telesales)

## Permanent Roles:

- Boehringer Ingelheim,(Pharmaceutical) HR-Direktor, 2010
- Sport 5, (Sport Rights Provider) International Vice President HR, 2007 - 2009
- LVMH, (Luxury Brands) HR Director Wines&Spirits Deutschland 2003 - 2006
- O2/ Telefonica, (Mobile Communication Provider) HR Manager 2000 - 2003
- BMW, (Automotive) Specialist HR/ Telework 1997- 1999

## Education / Studies

2015 Augsburg	<b>Coach (ECA)</b>
1996 Munich	<b>History and Politics Magister</b>

## Language skills

Mother tongue	<b>German</b>
Fluently	<b>English</b>
Good	<b>French</b>

## Software skills

<b>Personio</b>
<b>Success factor</b>
<b>Workday</b>
<b>SAP</b>