



## **Dossier**

### **Roger Reeves Reeves & Partner GmbH**



## Summary

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 E-Mail: roger.reeves@reeves-partner.ch  
 Marital Status: married  
 Nationality: Swiss / Canadian  
 Date of Birth: June 1, 1962



## Languages

- English: Mother tongue
- German: Fluent
- French: Government of Canada level functional

## Professional Experience

Jul 2006 - Reeves & Partner GmbH - Project and quality management  
 Nov 2004 - Jun 2006 PDF Tools AG - Marketing and special projects  
 Oct 2000 - Oct 2004 ARANEL AG - Head of Project Management  
 Jun 1997 - Sep 2000 GLANCE AG - Head of Consulting and Project Management  
 Oct 1994 - May 1997 ABB Power Generation Ltd - Group Leader, Document Management  
 Feb 1992 - Oct 1994 ABB Transportation Systems Ltd - Group Leader, Document Management  
 Jun 1984 - Dec 1991 Canadian Armed Forces - Various officer positions

## Education

- Elementary School: Grades 1 -10  
1960 - 1978 Iroquois Falls, Kapuskasing, Port Alberni Canada
- High School: Grades 11-12  
1978 - 1980 Nanaimo District Senior Secondary School, Nanaimo Canada  
Graduation 1980: High School Diploma
- University:  
1980 - 1982 Royal Roads Military College, Victoria Canada  
1982 - 1984 Royal Military College of Canada, Kingston Canada  
Graduation 1984: Bachelor of Engineering (Electrical)

## Additional Training and Courses

- Canadian Armed Forces - officer and management training
- Various document management and change management seminars and courses - USA, CAN
- ABB Project Administration and Management - Baden (CH)
- Speaker at various seminars and events - USA, DE, CH

## Professional Experience and Projects

Jul 2006 -		Reeves & Partner GmbH
		The main activities of Reeves & Partner GmbH are coaching and consulting in quality management, IT, workflow and document management projects.
Mar 2012	-	Mandate as <b>Managing Director</b> for a landscaping company and a garden center.
Sep 2010	- Jul 2011	<b>Project coach</b> for the <b>production and sourcing transfer</b> of a major semiconductor manufacturing machine from Switzerland to Malaysia. The project work was conducted primarily in Malaysia.
April 2010	- Feb 2012	<b>Project manager</b> for the installation of the distribution software solution at Switzerland's largest souvenir distributor.
April 2009	- Dec 2011	<b>Project manager</b> for a new distributor and <b>business software solution</b> : creation of the concept, analysis and detail specifications; project management during the realization, testing and implementation.
Mar 2009	- Mar 2009	<b>Project manager</b> for the preparation of a <b>quality management certification</b> in accordance with the International Railway Industry Standard "IRIS"
Dec 2008	- Dec 2009	<b>Project manager</b> for the development and implementation of a new <b>administration and invoicing software</b> for several trade unions in Switzerland. A small financial bookkeeping application was also developed
Oct 2008	- April 2009	<b>Coaching</b> in a <b>quality management project</b> for a technology company. Implementation of a quality management system.
Aug 2008	- Sep 2008	Analysis for the <b>optimization</b> of the <b>business processes</b> and implementation of a quality management system in a large technology company (over 100 employees)
Mar 2008	-	<b>Mandate as CEO</b> for a <b>software development company</b> , offering solutions for large distributors, customer specific Java applications, IT infrastructure and support
Dec 2007	- Mar 2008	<b>Project manager</b> for the preparation for a quality management certification according to the International Railway Industry Standard "IRIS" (based on <b>ISO 9001:2000</b> ).
Jan 2007	- current	<b>Project management</b> and controlling for a new billing system for a financial services provider.
Jul 2006	- current	Management of Google Adwords and English translations for the international association "PDF/A Competence Center".
Jul 2006	- Jul 2007	<b>Optimization</b> of <b>business processes</b> (marketing, sales, development, service, management) and preparation for an <b>ISO 9001:2000</b> certification in a software company in the medical branch.
Jul 2006	- Dec 2007	<b>Project management</b> for PDF Tools AG including organizing the attendance at international expositions and events, process consulting, and organizational and marketing activities for the Association for Digital Document Standards e.V.
Nov 2004 - Jun 2006		PDF Tools AG - Marketing and special projects
		PDF Tools AG develops software tools for batch processing PDF documents. The tools are marketed and sold worldwide.
Jan 2006	- Dec 2006	Established a global reseller network.
Nov 2004	- Jul 2006	Responsible for defining the <b>marketing process</b> for the worldwide supply of products.
Nov 2004	- Jul 2006	<b>Managed</b> several <b>internal projects</b> including the release process for new products, new licensing model, consulting concept, new pricing concept.

<b>Oct 2000 - Oct 2004</b>		<b>ARANEL AG - Head of Project Management,</b>
		The main activities of the company are the management, consulting and coaching of large projects for industry and high-tech companies.
May 2003	- Jun 2004	<b>Quality and Change Manager</b> during the detail concept phase of a software development project. Project volume 40 MCHF.
May 2002	- Jun 2003	<b>Project Manager</b> for a software integration project (Software und Hardware). Project volume approx. 1 MCHF.
Sep 2001	- Aug 2003	<b>Project Manager</b> for a development project in the area of ultrasonics. Project volume 2.5 MCHF.
Sep 2001	- Apr 2002	<b>Administrative Project Management</b> for an electronics development project. Project volume 7.5 MCHF.
Dec 2000	- Aug 2001	<b>Project Manager</b> for a product improvement project. Project volume 3.5 MCHF.
<b>Jun 1997 - Sep 2000</b>		<b>GLANCE AG - Head of Consulting and Project Management,</b>
		GLANCE AG develops and maintains complete, user friendly IT solutions for businesses in the industry, trade, services, administration, and health branches.
Sep 1998	- Dec 2000	<b>Project manager</b> for a new Inkasso (debt collecting) system for a financial organisation. Project volume 1.5 MCHF.
Mar 1998	- Apr 1998	<b>Optimization</b> of the <b>documentation process</b> in a production plan.
Sep 1997	- Dec 1997	<b>Specified requirements</b> for a document management system for a pharmaceutical company (through PriceWaterhouse-Coopers).
Sep 1997	- Dec 1999	<b>Project manager</b> for an new order handling system for an industrial group (5 locations). Project volume approx. 600 KCHF.
Jun 1997	- Sep 2000	<b>Project management</b> and publication of customer documentation on CD-ROM for an industry group (various projects).
<b>Oct. 1994 - May 1997</b>		<b>ABB Power Generation Ltd - Document Management</b>
		Responsible for managing the technical production documents for gas and steam turbines worldwide. Supported the R+D, purchasing and service organisations. Member of the core team for <b>quality management</b> in the company.
Jun 1997	- May 1997	Responsible for ABB Power Generation's central document archive.
May 1996	- Jun 1997	<b>Planning</b> and <b>implementation</b> of an optical archive (over 200'000 documents).
Jun 1995	- May 1997	Creation of <b>Quality Management Procedures</b> in accordance with ISO 9001 for ABB Power Generation Ltd in Switzerland and Germany.
Oct 1994	- May 1997	<b>Optimization</b> of the company-wide document management process.
Oct 1994	- May 1997	<b>Project leader</b> document management for the PDM (Product Data Management) project.
<b>Feb 1992 - Sep 1994</b>		<b>ABB Transportation Systems Ltd - Document Management</b>
		Responsible for managing the technical documentation. Supported the R+D, purchasing and service organisations. Member of an international Product Data Management project team.
Jan 1993	- Sep 1994	Planning, <b>project management</b> and implementation of a document management system.
Jan 1993	- Sep 1994	<b>Optimization</b> of the <b>document management process</b> and implementation of a company-wide technical change management system.

Jan 1993 - Dec 1993 **Reorganization** of the central archive.

<b>May 1984</b>	<b>- Dec 1991</b>	<b>Canadian Armed Forces, Officer Corps</b>
Sep 1988	- Dec 1991	Configuration Manager, Low Level Air Defence Project. Administration and change management of the contractual and technical documents in the major acquisition project (1'300 MCHF)  NATO security clearance level "Secret"
Sep 1988	- Dec 1991	Definition of configuration management procedures for the Canadian military.
Jan 1988	- Aug 1988	<b>Organizational analysis</b> , of the maintenance workshop at Canadian Forces Base Petawawa.
Jun 1987	- Dec 1987	<b>Leader of a Maintenance Workshop</b> with the UN Peacekeeping Force in the Golan Heights.
Jan 1986	- May 1987	<b>Leader</b> of the support unit for 2 Field Ambulance, the medical organisation of the Special Service Force.
Jan 1985	- Dec 1985	Junior officer in the 1 <sup>st</sup> Cdn. Division Headquarters and Signals Regiment. Responsible for coordinating service support for the regiment.
Sep 1985	- Dec 1984	Final branch and officer training.
Jun 1984	- Aug 1984	On-Job-Training in Lahr, Germany.
Jun 1980	- May 1984	Military University (Royal Roads Military College / Royal Military College).

## **Hobbies**

- Music
- Running (previously a marathon runner)
- Alpine and Nordic Skiing

## **Family**

- Married since 1991 (wife is Swiss)
- 2 children (son born in 1994, daughter born in 1996)

## **Military Service / Civil Service**

- 12 years professional military in Canada (1980 - 1992)
- Not required in Switzerland

## **References**

- Project and company references available on request