

# Curriculum Vitae – Jan De Messemaeker

## Personal details

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Date of birth: December 02, 1987 - Lokeren

## Professional experience

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2018 & onward Solution Architect & OpenText Lead at HR Rail  
2011-2017 Enterprise Content Management consultant at Deloitte Belgium

- Focus on SAP-ECM integration: enabling content management in SAP through the OpenText ECM Suite for SAP Solutions (Employee File Management, Extended ECM, Vendor Invoice Management, Content Server & Archive Server)
- Functional focus on ECM for Human Resources and Operations (incl. plant maintenance, procurement)
- Primary skills & roles: solution design & implementation, hardware architecture, lean process optimization
- See below for an overview of projects & responsibilities

## Education

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2005-2011 Business Economics (TEW) at Vrije Universiteit Brussel (VUB)

- Major Marketing: consumer behavior, e-commerce
- Major Entrepreneurship & Strategy:
  - Business plan for a web hosting company + execution
  - Competition strategy
- Thesis: “The value of PMI and PRINCE2 for a project manager’s career”

1999-2005 Economic Sciences – Languages at Sint-Lodewijkscollege Lokeren

## IT skills

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OpenText SAP Extended ECM, SAP Employee File Management, Content Server, Archive Server, Enterprise Scan  
Other document mgmt suites Microsoft SharePoint, EMC Documentum, Arco DocRoom & Routing, cloud solutions (Google Drive, Apple iCloud Drive, Microsoft OneDrive, Dropbox, ...)  
BPM K2 Blackpearl  
Web content mgmt Wordpress, custom solutions  
Collaboration / knowledge mgmt Mediawiki, PHPBB, G Suite (Docs-Mail-Calendar), Slack, Leankit, Microsoft Office 365, Jira / Confluence  
Helpdesk SysAid  
Cloud Amazon AWS

Programming (self-taught) PHP / SQL / HTML/CSS, ABAP (basics), Javascript (basics), Git (basics)

**Overall** Quick to analyze & adopt software packages or understand the concepts of programming languages

### Languages (CEFR)

	overall	reading	writing	speaking	listening
Dutch	C2	-	-	-	-
English	C2	-	-	-	-
French	-	B2	B2	B2	B2
German	-	B1	A1	-	B1

### Training

2016	Facilitator Excellence - Deloitte Lean Six Sigma (green belt) - Deloitte
2015	SAP Archiving & Document Access by OpenText AIIM Certified Information Professional
2014	K2 Blackpearl for .net developers
2013	SAP Extended ECM by OpenText
2012	SAP Vendor Invoice Management by OpenText + Invoice Capture Center Arco Doma (DocRoom & Routing) SAP Employee File Management by OpenText
2011	Lean Six Sigma (yellow belt) - Deloitte PRINCE2 Foundation

### Professional projects & responsibilities

03/2016 & onward	<p>HR Rail (Belgian Railways) (BE): employee file management</p> <ul style="list-style-type: none"> <li>● Role: product specialist, solution architect, infrastructure setup, maintenance</li> <li>● OpenText Extended ECM is being implemented to manage the documents for approximately 60k employees and 63k retirees. The main challenge and goal of the project were to map authorizations from SAP HR to the workspaces (employee files) in OpenText Content Server. Jan's main role on the project is to design and implement a granular and scalable authorization model using both out-of-box and custom developed components.</li> <li>● As a second arch of the project, Extended ECM will also be used to manage medical documents. This will include an integration in specialized business applications.</li> <li>● A third track is the maintenance of the application, assuring its availability as it is used by 200 end-users in critical business processes.</li> <li>● Used tools/technology: OpenText Content Server, OpenText Extended ECM for SAP Solutions</li> </ul>
10/2015-01/2016	<p>Terumo (BE): SAP Document Access + Audit Trail</p> <ul style="list-style-type: none"> <li>● Role: implementation lead</li> <li>● The goal of the project was to shift the storage of documents in SAP from KPRO (SAP database) to ArchiveLink (OpenText Archive Server), enabling audit logs and categorization through document types. Additionally, DocuLink views were</li> </ul>

created to facilitate quick & complete access to documents, e.g. in case of an audit.

- Used tools/technology: SAP Document Access by OpenText (DocuLink), OpenText Archive Server, ArchiveLink

#### 11/2014-08/2015 Suncor Energy (CA): SAP-ECM integration

- Role: implementation lead
- In this project, Extended ECM was implemented for 5 Plant Maintenance object types (Functional Location, Equipment, Notification, Task List and Work Order) for 1 Suncor facility. This implementation will serve as the blueprint for other facilities.
- The project is part of a larger program including, among others, the implementation of OpenText Content Server with specific tools to increase the quality of the documents available in the maintenance & reliability processes.
- Jan's role as implementation lead for Extended ECM was to gather the requirements in workshops and translate them into a solution design. This was done using scrum, an agile methodology focussing on continuous delivery: every 2 weeks newly implemented functionalities were demoed to and validated by the project stakeholders.
- There were 3 unique aspects to the project:
  - Extended ECM was integrated into Prometheus Print Manager to make documents from the Business Workspaces available in the work package print process
  - Controlled documents (approved & numbered, originating from eB (Bentley) or Content Server workflows) were stored in a central location in Content Server; web reports were added in the FLOC and Equipment Business Workspaces to retrieve all related documents
  - Additional conditions were added to determine whether a business workspace should be created (automatically, manually or not at all), and which folder structure should be populated in the workspace
- Used tools/technology: SAP Extended ECM by OpenText, OpenText Content Server
- Related technologies: eB (Bentley), Prometheus Print Manager

#### 04-11/2014 European Commission – DG ECHO (Humanitarian Aid) (BE – Global): IT strategy and coordination

- Role: functional consultant, enterprise architecture, advisory
- As the right hand man to the ICT coordinator, Jan's role was to help define and implement an ICT strategy for DG ECHO's 45+ field offices in 6 regions in Africa, Asia and South America.
- Day-to-day tasks included coordination of IT procurement, roll-out & support for the field offices, implementation of strategic tools including a helpdesk system & software management tools, and defining end-user / IT manager policies & procedures.
- Jan also contributed to two major objectives in this project: he played a major role in creating a call for tenders to procure Cloud services (IaaS / SaaS / UCaaS) through a framework contract, and guided the transformation of global IT staff into interregional taskforces.
- Used tools/technology: SysAid, MS SharePoint, Cisco Meraki, Cisco Unified Communications, Cloud concepts

#### 04/2013-01/2014 Husky Energy (CA): SAP-ECM integration / employee file management

- Role: technical consultant, project management
- Design & implementation of Employee File Management (EFM), Vendor Invoice Management (VIM) and Extended ECM (xECM) in a "vanilla" SAP re-implementation.

- As the solution lead for EFM, Jan's role was primarily to configure Employee File Management and work together with the SAP HR, Security, Basis and Portal teams to deliver a solution that fulfils all business and security requirements.
- In addition, Jan designed a custom records management solution in SAP to retain & dispose documents.
- Used tools/technology: SAP Employee File Management by OpenText, SAP Extended ECM by OpenText, SAP Vendor Invoice Management by OpenText, OpenText Archive Server, OpenText Enterprise Scan

01-03/2013

Husky Energy (CA): SAP-ECM integration planning

- Role: OpenText subject matter expert
- This project set out to define an SAP-ECM strategy in a "vanilla" SAP re-implementation. Jan's day to day work included the follow-up of custom development requests in the SAP project to identify ECM requirements and propose fitting solutions. This entailed presenting the different options to both functional and technical stakeholders, analysing SAP requirements and helping to create an appropriate project plan for the implementation of OpenText Employee File Management (EFM) and Vendor Invoice Management (VIM).
- In this engagement, Jan built up additional knowledge in SAP document management, including the architecture and different integration patterns of OpenText Extended ECM.

12/2012

International organisation (LU): employee file management study

- Role: functional consultant
- In this study, Jan worked together with an SAP HR specialist in organising a workshop with the client to come to a recommendation for digitising the client's employee files in SAP.
- Considered options included: SAP Employee File Management by OpenText and a custom development using SAP ArchiveLink

09-10/2012

AG Insurance (BE): employee file management

- Role: functional/technical consultant
- Throughout this engagement Jan held the responsibility to design, configure and implement an input process for payslips in SAP (bulk upload and automatic distinction between 3 document types), for retrieval by employees in SAP Portal.
- Used tools/technology: SAP ArchiveLink / ABAP

05-10/2012

Deloitte (BE): case / workflow management

- Role: functional/technical consultant, project management
- During this assignment Jan's role was to design and implement a tracking tool for opportunities posted on the EU Ted (Tenders Electronic Daily) website: input via RSS / HTML parsing, automatic assignment to key BE users based on rules, selection & assignment to EU users, and storage of feedback / lessons learned / related documents to support future opportunities (knowledge management).
- Used tools/technology: Arco Routing / DocRoom

11/2011-01/2012

Life sciences company (BE): HR document management

- Role: functional analyst
- ECM project for HR: creating the blueprint and implementation plan for a Document Management System (DMS) and supporting the transformation of HR and its processes to a shared service center. Focus on taxonomy, governance & compliance, and migration from the existing network drives
- Used tools/technology: EMC Documentum

## Personal projects & endeavors

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2007 & onward

Volunteer at the Lokerse Feesten (10-day music festival)

- Responsible for the team management and quality of service of one of the 8 bars on the festival grounds
  - Team lead of 35 volunteers
- 2008–2017**      Founding member of Scientia Est Potentia vzw (non-profit)
- Promotion of entrepreneurship & knowledge sharing, driven by technology
  - Tools provided by SEP:
    - Cursusdienst.net: website to distribute academic materials
    - Tickachu.com: event registration platform
    - User base: 7 faculties at the Vrije Universiteit Brussel through the Overkoepelende Studenten Dienst (OSD)
  - My role: initial development of both platforms in PHP / MySQL
  - In 2017, SEP was transformed into OSD vzw
- 2008–2013**      Co-founder of VIZID web hosting (<http://www.vizid.eu>)
- Creation of sales site + customer portal in PHP / MySQL
  - Marketing via Google Adwords and alternative campaigns
  - In 2013, VIZID was acquired by Siteplan
- 2010–2011**      Vice president Communications at Studentenraad Vrije Universiteit Brussel
- Working on VUB and Flemish education and student related dossiers, participating in meetings and conferences, ...
  - Set up of Google Docs as an intranet for online collaboration
  - Promoting the student elections: reached the 25% quorum in the first election round for the first time in 6 years
- 2007–2010**      Promeco: student organization at Vrije Universiteit Brussel
- President ('09-'10)
    - Setting up a standard year program: yearly job event and gala, monthly on-campus skill trainings and movie nights
    - Start of internal knowledge wiki with history and how-tos
  - VP Bedrijvenweek (job fair / workshops) ('08-'09)
    - Contacting companies
    - All round organization of the week
    - Promotion of the events
  - VP Cursusdienst ESP (student book store) ('08-'09)
    - Transformation to an online shop + set up of a shared platform for 3 student organizations
    - Sales '08-'09: +25%, '09-'10: +20%
- 2004–2010**      Diverse student jobs: factory worker, barkeeper, shelf filler, ...
- 2008–2009**      BRUTUS: tutor for pupils in Brussels to raise success rate in higher education
- 2007**              Tour manager of Le Bataillon Des Fous (SE) Belgian mini-tour

### Trainer / presenter

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- 2016**              Facilitator at Deloitte Consulting's Analyst program, welcoming & training 100 new joiners
- 2015**              Trainer at Deloitte BE ECM bootcamp: SAP basics, SAP Employee File Management by OpenText, SAP Vendor Invoice Management by OpenText
- 2014**              Presenter at Deloitte's SAP Center of Excellence webinar: SAP-ECM integration
- 2014**              Presenter at OpenText Innovation Tour (Eindhoven, NL): project testimonial

2012

Trainer at Deloitte BE ECM bootcamp: ECM in an HR Shared Services Center context + SAP Employee File Management by OpenText

### Personality traits / unique skills

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INTJ - Critical thinking, process optimization, option analysis, conceptualization and solution design.

### Hobbies

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A wide range of TV series and movies. Site development (coding) and “broadening my horizons” on the internet. Maintaining & enjoying my methodically organized music library. Keeping up with global political, societal, ecological and technological advancements / decay.

### Favorite quote

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”The ultimate freedom is a free mind, and we need technology that’s on our team to help us live, feel, think and act freely.” - Tristan Harris of TimeWellSpent.io ([read more](#))