Carolina Dinorin

PMO | Business Analysis | Project Governance | Process Improvement | Transformation

Frankfurt am Main, Germany | acarolinadinorin@outlook.de | linkedin.com/in/carolina-dinorin | carolinadinorin.com/recruiters/

MBA-qualified project and transformation professional with approximately 8 years of experience across project management, PMO support, business transformation, process improvement and cross-functional delivery. Experienced in creating governance structures, management reporting, requirements clarity, KPI visibility and structured follow-up of risks, issues, dependencies, actions and milestones. Strong at turning fragmented information into decision-ready structure and coordinating stakeholders across business, Product, development and Shared Services environments.

CORE PROFILE

PMO & Governance	Business Analysis & Process	Management Visibility
Project coordination; RAID; dependencies; decision structures; standards	AS-IS / TO-BE; requirements; stakeholder alignment; improvement priorities	KPI/status reporting; executive presentations; decision-support material

PROFESSIONAL EXPERIENCE

Agile Team Coach - PMO Support & Project Governance

SEIBERT Group GmbH, Germany | Oct. 2022 - Apr. 2026

- Coordinated cross-functional transformation and software initiatives with Product, development, Shared Services and business stakeholders.
- Tracked progress, milestones, risks, issues, dependencies, actions and open items to support transparent and structured delivery.
- Prepared management reports, KPI-based status updates, executive presentations and decision-support materials.
- Coordinated governance and alignment sessions, documented decisions and responsibilities, and ensured structured follow-up.
- Supported standardisation and continuous improvement of project, reporting and operational processes.

Junior Agile Coach - Process Analysis & Project Coordination

The Future Living, Germany | Apr. 2022 - Sept. 2022

- Analysed and structured project requirements with relevant stakeholders.
- Identified process gaps and inefficiencies and supported structured documentation.
- Helped maintain consistency between requirements and implementation through cross-functional collaboration.

Junior Project Manager - Project Coordination & Management Reporting

Construcciones Dinorin S.A. de C.V., Mexico | Oct. 2018 - Aug. 2021

- Supported planning and coordination of timelines, budgets, milestones, deliverables, risks and project actions.
- Prepared KPI analyses, status reports and management documentation to improve visibility of progress and issues.
- Coordinated internal teams, suppliers and clients with clear responsibilities and structured follow-up.
- Tracked project risks, issues and dependencies and supported mitigation follow-up.
- Contributed to improvement and standardisation of project processes, reporting structures and operational workflows.

Junior Project Manager - Software Project Coordination & Reporting

Sferea, Mexico | Jun. 2013 - Jun. 2014

- Supported planning and coordination of software projects with clients, development teams and internal stakeholders.
- Maintained project documentation, status reports, milestones, dependencies, requirements and open items.
- Supported communication between business stakeholders and development teams to clarify priorities and next steps.

EARLIER EXPERIENCE

Regional Marketing Manager - Business Operations & Reporting

Market & Beyond S.A. de C.V., Mexico | Apr. 2012 - May 2013

Coordinated regional operations across more than 300 retail locations, analysed operational KPIs and supported structured reporting and process standardisation.

EDUCATION

PhD Entry Programme in Economics and Business Administration

University of Oviedo, Spain | Jul. 2017 - Nov. 2018

Doctoral preparatory programme including PhD-level coursework and research preparation in Economics and Business Administration.

Master of Business Administration (MBA)

Instituto Politecnico Nacional (IPN), Mexico | Aug. 2014 - Dec. 2016

Recognised in Germany by ZAB | German equivalent grade: 1.1

Bachelor's Degree in Business Administration

Instituto Politecnico Nacional (IPN), Mexico | Aug. 2008 - Dec. 2012

Recognised in Germany by ZAB | German equivalent grade: 1.3

INTERNATIONAL ACADEMIC EXPERIENCE

CONAHCYT Research Scholarship

University of Oviedo, Spain | Apr. 2016 - Sept. 2016

Research project: Technology and Female Leadership

Erasmus Programme

University of Santiago de Compostela, Spain | Jun. 2011 - Feb. 2012

SELECTED CERTIFICATIONS

Project Management Foundation | Professional Scrum Master II (PSM II) | Professional Scrum Product Owner I (PSPO I) | Kanban Management Professional (KMP) | Objectives and Key Results (OKRs)

TOOLS

Microsoft Excel (reporting & KPI analysis) | PowerPoint (management presentations) | Jira | Confluence | Microsoft Teams | Google Workspace | Miro | Word

LANGUAGES

Spanish	Native
German	C1
English	C1
French	A1

TARGET ROLE FAMILY

PMO / Project Governance | Business Analysis | Process Management | Business Transformation | Strategy Execution | Operational Excellence

Open to selected permanent individual-contributor roles. Frankfurt / Rhein-Main hybrid and remote opportunities across Germany.