

# Jana Honegger

MANAGEMENT PROFESSIONAL



## Employment

|                      |  |   |  |
|----------------------|--|---|--|
| 2013-today           | <b>Digital Channels Consulting, freelance</b><br>ICT.janahonegger.ch   | • Consulting on digital communications                  |  |
| 06-08 2022           | <b>Assistant to GM, mandates</b><br><b>SiGaN AG, power electronics Start-Up</b>  | • Concept and realisation of web presence               | • evaluation and planning ERP solutions          |
| 01-05 2022           | <b>Assistant to CEO</b><br><b>cloudscale.ch AG, ISP service provider</b>   | • development of marketing strategy                     | • development of personnel regulations           |
| 2018-2021            | <b>Founder, President and GM</b><br><b>Share&amp;Repair climate workshop, non-profit educational programs</b>          | • concept, strategy and finance<br>• general management | • fundraising<br>• PR, communications and events |
| 2016-2018            | <b>Executive Councillor , mandates</b><br><b>Municipal council Neunkirch, executive committee, (~2300 inhabitants)</b> | • Social security / nursing home / refugees             | • budgets / representation                       |
| 2012                 | <b>Project Manager / Junior Consultant</b><br><b>Suter Global Communications AG</b>                                    | • Project manager Web                                   | • consulting                                     |
| 2003-2011            | <b>Translation Agency, freelance</b><br>translations.ch  | • General Manager / communications                      | • project management translations                |
| 2010-2011            | <b>Assistant to GM</b><br><b>TüLab foundation</b>  | • Project planning / communications strategy            | • wages / bookkeeping                            |
| 1999-2003 🇯🇵 Japan   | <b>English Language Coach, freelance</b><br><b>Sakai Heavy Industries / Honda R&amp;D etc.</b>                         | • Mandated intensive courses CEO / C-level              | • PM Language courses (E)                        |
| 1992-1999 🇬🇧 England | <b>Marketing Coach, freelance</b><br><b>IBS International Business Systems</b>   | • Marketing Coach                                       | • trainings / teambuildings                      |
| 1988-1991 🇳🇴 Norway  | <b>Assistant to CTO</b><br><b>Glasstech SA, Halbleiter-Elektronik Start-Up</b>   |   |  |
| 1987 🇬🇧 England      | <b>Administration Assistant</b><br><b>Sybase International (today: SAP)</b>  |   |  |



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<https://ict.janahonegger.ch>

# Jana Honegger

MANAGEMENT, OFFICE & WEB

## Experience

### Management

30 years international work experience in project management, administration and organisation. 3 Start-Ups. 5 years general manager, 6 years assistance to CEO, 7 years language - or marketing coach.

Basic knowledge of Agile Thinking and methodology, LEAN, Holacracy.

- 3 years founder/general manager climate workshop Share&Repair <https://site.share.repair>
- 2 years - Executive Town Councillor Neunkirch (~2300 citizens, 13M CHF/a budget)

### Communication

Development and realisation of marketing- and PR concepts for SME's, foundations, service industry and non-profit organisations.

Investor Relations, Customer Relations, conferences, trade fairs, events, blogs, newsletters, - in text and image.

International work experience:

- 4 years Japan (language coach)
- 13 years England (marketing coach)
- 2 years Norway (PA of CTO)

### Web & IT Skills

Since 1995 familiar with personal computers and server technology, as well as multimedia and web. Data security, net politics and FLOSS.

High affinity and interest in new technologies.

- Since 2012 hand made digital art <https://linecode.ch>
- Since 2013 digital channels consultant for non-profit organisations <https://ict.janahonegger.ch>
- Since 2022 Botkins Charity Project Telepresence robots for home bound patients <https://botkins.ch>

## Education

### DAS Business Administration

FH The Grisons 2022-today

- Management / Finance / Leadership
- Law / Marketing / Production

### Webdesign / Photoshop

Onlinelabor Zurich, 2011-2012

- Photoshop
- CSS / Wordpress / HTML5

### Applied Linguistics / Translations

SAL Zurich, 2007-2010

- Business English
- Translations English / German
- Swiss Law of Obligations
- Literature English / German

### Preparatory Year (Art)

Freie Kunstschule Stuttgart, 1985-86

### Preparatory Year (Art)

F+F School of Media and Design, 1984-83

### Secondary School

Oberstufe Zumikon, 1979-82

## Skills

