Theo Werner Junior Program Manager

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PROFILE SUMMARY

- **Junior Program Manager** with **3 years** in **European e-commerce**, now coordinating cross-team workstreams in Zalando's **Global PMO** after a year running packaging and distribution projects at HelloFresh.
- Plans work in **Jira** and Smartsheet, builds status reports in **Looker** and Google Sheets, writes decisions down in **Confluence**, and runs planning workshops for each workstream in Miro and Slack.
- Knows **partner onboarding** for a fashion marketplace, **European Accessibility Act** rules and **Scrum and Kanban** teams, and is learning **SAFe PI planning** and stage gates from the senior program managers.
- Works with **engineering squads**, product, legal, customer care and **partner managers** in Berlin and Dublin, and runs the weekly **working group** where every open blocker gets an owner and a due date.
- Owns the **status report template** the Global PMO now uses for new programs, shows new working students how to keep the **RAID log**, and plans to sit the **PMP** exam in 2027.

TECHNICAL SKILLS

Methodologies & Frameworks:	Agile, Scrum, Kanban, Waterfall, OKRs, SAFe (basics)
Planning & PPM Tools:	Jira, Smartsheet, Asana, Microsoft Project (basics)
Reporting & Analytics:	Looker, Google Sheets, Excel, SQL (basics)
Collaboration & Documentation:	Confluence, Slack, Google Workspace, Miro, Lucidchart
Governance & Risk Practices:	RAID logs, RACI, Decision logs, Change control (basics)
Financial & Vendor Management:	Budget tracking, Purchase orders, Vendor management (basics)
Certifications:	Certified Associate in Project Management (CAPM), Google Project Management Certificate

EDUCATION

ESCP Business School — **Bachelor in Management (BSc)** — London, Madrid and Berlin · Sep 2020 to Jun 2023

WORK EXPERIENCE

Zalando — **Program Manager** — Berlin, Germany · Jul 2024 to Present

- Ran the working group for **European Accessibility Act** fixes before the June 2025 deadline, tracking 11 squads in **Jira** and closing **214 of 227** audit findings on time.
- Mapped the hand-offs between Zalando and **About You** partner teams after the July 2025 deal closed, agreed capacity with 4 functional managers and cleared **9 of 12** blockers in 2 sprints.
- Moved the partner onboarding workstream from 6 team spreadsheets into one **Smartsheet** plan with a marked critical path, which cut milestones missed each month from 5 to **1**.
- Set up the program's **RAID log** in Confluence with a score, owner and due date per risk, and raised **3 critical risks** with the program lead at least 4 weeks ahead of the milestone.
- Turned the weekly status report into a one-page **Looker** dashboard (red, amber or green per workstream) for the steering committee, saving **6 hours** of prep a week.

HelloFresh — **Junior Project Manager** — Berlin, Germany · Jul 2023 to Jun 2024

- Wrote the project charter and success measures for moving 3 German meal kit lines to recyclable paper insulation, which the operations director approved with a budget of **€184,000**.
- Ran the **go/no-go** reviews and shift training plans for the packaging switch at 2 German distribution centers, and line output in the first week stayed within **3%** of plan.
- Tracked supplier quotes, purchase orders and actuals against the project budget in **Google Sheets** with Finance each month, and closed the project **€11,400** under budget.