Parallel project management (up to)	35
Project revenue responsibility (up to)	70.000€
Project duration (range)	6-14 weeks

JULIA KUBACH

PROJECT MANAGER & COMMUNICATION DESIGNER

📞 +49 (0) 151 70178728

✉️ julia.kubach@gmail.com

📍 Drostestraße 18
30161 Hannover

🌐 www.julia-kuba.com
Passwort: hire

FUN FACTS

In my free time, I dance salsa and bachata, perform on stage at festivals, and organize showcase performances with our teams. When I'm not dancing, I'm usually out and about with my small dog, and in addition, I'm learning Spanish.

QUALITIES

💬 Communication

🤝 Empathy

👥 Teamwork

📅 Time management

📋 Goal-oriented

💡 Self-reflection

PROFESSIONAL CAREER

Digital Project Manager

be-on GmbH (January 2026 - present)

- End-to-end project management for website, e-commerce, and portal projects (from concept through go-live).
- Coordination of testing, acceptance, and go-live, including risk and dependency management (e.g., DNS, access credentials, content, APIs).
- Planning and controlling timelines, budgets, resources, and quality, including scope and change management.
- Preparation of project documentation, status reports, and decision-making materials, as well as handover to operations and maintenance.
- Leading cross-functional teams (design, development) along defined project milestones.
- Requirements management: gathering, structuring, and translating client requirements into actionable work packages or user stories.
- Acting as the main interface between client and team, including stakeholder management, meeting facilitation, and expectation management.

Career Advisor (Sales)

IU Academy (July 2024 - December 2025)

- Individual continuing education consulting, taking into account professional background and skills assessment.
- Recruitment of new employees through final-stage interviews for the team.

Project Manager & UI/UX Designer
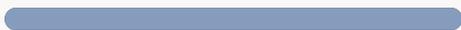
Homepage Helden GmbH (February 2021 - June 2024)

- Classical and agile project management (Scrum & Kanban).
- Initiation and facilitation of kick-off meetings for strategic consulting and project definition with clients in e-commerce and digital environments.
- Requirements analysis and requirements engineering through questionnaires, interviews, and evaluation of workshop results to ensure an optimal customer journey.
- Escalation and stakeholder management (e.g., developers, sales, UX/UI) to ensure customer satisfaction and successful project outcomes.
- Project controlling and risk management: monitoring progress, estimating effort, planning resources, and ensuring adherence to budget and timelines.
- Quality assurance throughout the entire delivery process (content, design, code, functionality).
- Team leadership and coaching: mentoring and developing trainees.
- UX/UI design expertise: creation of wireframes, style guides, and screen designs in Figma and Sketch, including brand- and conversion-oriented design.
- Content management systems (CMS): maintaining and implementing webshop and website content in WordPress, TYPO3, and Shopify, creating landing pages, and managing documentation and knowledge bases in Confluence.

JULIA KUBACH

PROJECT MANAGER &
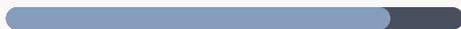COMMUNICATION DESIGNER

SCILLS

Miro

Asana, Jira, ClickUp & Monday
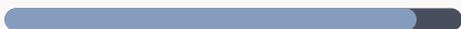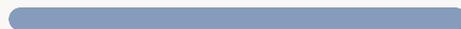
Revolver
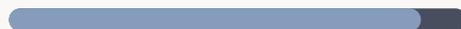
Salesforce

Mailchimp

Microsoft Office

Content Management Systems
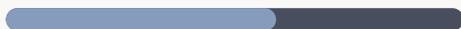(WordPress, TYPO3, Shopify)

Adobe Cloud (Photoshop, InDesign, Illustrator)

Figma & Sketch

Cinema 4D (3D Animation)
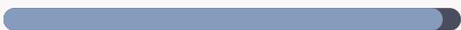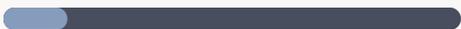
AI (Chat GPT, Midjourney)

LANGUAGES

German (native language)

English

Spanish

PROFESSIONAL CAREER

Project Manager & UI/Graphic Designer

innbox GmbH (September 2017 – February 2021)

- Independent management of national and international projects.
- Building and expanding client relationships with contacts up to executive level.
- Coordinating internal stakeholders (developers and management).
- Applying and further developing the corporate design to increase conversion rates.
- Experience in working with FTP/SFTP clients, especially Cyberduck, for file transfer and server management.

Graphic Designer

Synthese GmbH (April 2017 – August 2017)

- Design, layout, and final artwork of magazines, brochures, and print products.
- Client coordination and project management.
- Ensuring compliance with high security requirements for an invitation card for Angela Merkel and Chinese President Xi Jinping, in coordination with security departments and print suppliers.

Graphic Designer

Nanu-Nana GmbH (July 2013 – March 2014)

- Design and development of packaging, product designs, flyers, brochures, posters, and website teasers.
- Collaboration with management and planning of deadlines.
- Communication with suppliers and monitoring of print production at print shops.

CERTIFICATES

User Research   IU Akademie (August 2024)   Bachelor's level

IT Project Manager IU Akademie (August 2025)   Bachelor's level

- Fundamentals of IT and ERP systems
- Requirements engineering
- Introduction to process management
- IT project management

EDUCATION

Bachelor in Communication Design

Kunstschule Wandsbek (April 2014 – March 2017)

- Extensive skills in the areas of corporate design, screen design, typography, editorial design, photography, 3D design, and motion design.
- Final grade: 96%, valedictorian

Apprenticeship as a Media Designer

Nanu-Nana GmbH (August 2011 – June 2013)

- In Digital and Print
- Specialization in Design and Technology