

# METTE LUND - CV



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## METTE LUND

FREELANCE SENIOR  
CONSULTANT

Knowledge Wise

Farendløsevej 88, 4100 Ringsted

## RESUME

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I am a trained librarian with a strong IT technical background. I have worked with analysing, controlling, organizing, enriching, and testing data and documentation for more than 20 years.

I have solid experience in establishing and documenting processes and procedures. I am proficient in all aspects of quality control, from support and training, through ongoing checks and follow-up to formal testing and reporting.

I have worked in a wide variety of projects in various private and public industries and under different regulatory requirements (including GxP). I enjoy combining classical data management with technical aspects to increase accuracy and efficiency.

I am motivated by mutual trust, achieving goals, and making a difference for clients, colleagues, and management.

## CORE COMPETENCIES

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Data configuration, controls, and analysis, testing and reporting in the public sector, renewable energy and the Life Science industry.

- Validation & Test Management
- Quality control
- Data analysis
- Migration
- Process analysis and documentation
- Management support
- Knowledge management
- Configuration management
- Records management
- Document control
- Training

# METTE LUND - CV

## SELECTED ASSIGNMENTS

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Feb. 2025 – : Test Manager Consultant, Novo Nordisk, Denmark

Test Preparation, Execution, and Reporting: Lead the preparation, execution, and reporting of tests, Developing Test Strategy, Uniform Test and QA Approach, Collaboration with Vendors, Manual Testing Execution, Resource Management, Defect Management. (System: LIMS)

Sep. 2024 – Feb 2025: Test Manager Consultant, Novo Nordisk, Denmark

Test Preparation, Execution, and Reporting: Lead the preparation, execution, and reporting of tests, Developing Test Strategy, Uniform Test and QA Approach, Collaboration with Vendors, Manual Testing Execution, Resource Management, Defect Management. (System: LIMS)

Sep. 2023 – May. 2024: Validation and test management, William Cook, Denmark

Software validation, Planning quality control, Review, Test planning, Test case management, Test case development, Testing, Test reporting, Process optimization, Data analysis.

Jan. 2022 – Aug. 2023: Test management, Novo Nordisk, Denmark

Data analysis, Planning quality control, Review, Test planning, Test case management, Test case development, Migration Requirement specification, Testing, Test reporting.

Jun. – Oct. 2022: MS SharePoint DMS process optimization, Shinfox, Taiwan

Document lifecycle analysis, Document Control Process analysis, Develop and Specify workflows.

Sep. 2020– Dec. 2022: Migration of document database, Novo Nordisk, Denmark

Information analysis and mapping, technical migration setup, Planning quality control, Review, Testing

Jan. – Dec. 2022: Quality control of DMS upgrade, Novo Nordisk, Denmark

Review and controlling of documentation, Test execution and documentation, Test review, GxP requirements

Sep. 2020 – Jun. 2023: Import of document volumes (Recurring), Lundbeck, Denmark

Volumes of 20-30.000 documents, Process developing and documentation, Test and Quality Control, Classification and Indexing, GxP requirements.

2019-2020: Configuration Management. Danish National Police, Denmark

Configuration management, Project management and implementation, Process development, planning and prioritization, Development and identification of configuration items, ensuring validity and quality, implement search functionality, Classification and management of metadata, Troubleshooting / 2<sup>nd</sup> line support, Out phasing of old system.

2011-2020: Document Controlling / Knowledge management, Danish National Police, Denmark

Document Control, Project and Resource Management, Knowledge Management, System Management, Classification and Indexing, Retention Policies and plans, Auditing of IT systems, Archiving, Risk Analysis, Regulatory Compliance, System Implementation, Training and Support. Development of UAT test cases.

2016-2017: Web & SharePoint administration, Danish National Police, Denmark

Implement new Intranet, Troubleshooting / Debugging, Configure Search engine, Metadata management, Site management.

## EDUCATION, COURSES & CERTIFICATIONS

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2023: KNIME - Basic Proficiency in KNIME Analytics Platform Certification  
2023: KNIME - Server Course: Productionizing and Collaboration  
2022: Pharmacovigilance - Managing Patient Safety\_2022  
2021: Software Testing Foundations: Test Planning + Test Management  
2021: GAMP® 5, Annex 11/Part 11 Basic Principles - T45 ISPE CEUs 2.00  
2021: Introduction to GCP for Site Staff  
2021: Leading SAFe® - Agile on enterprise level with Scaled Agile Framework (2 days)  
2020: SQL Essential Training  
2020: Technical Writing: Quick Start Guides  
2020: Cert Prep: Scrum Master  
2019: Document Controller, Scandinavian Document Control  
2018: KMD Workzone – Superuser course  
2017: SharePoint 2016 and Office 365 Search in Practice  
2016: Pedagogical Diploma education  
2016: Wizdom Administrator & Wizdom Editor  
2016: SharePoint 2013 Specialist  
2016: SharePoint 2013 Superuser  
2014: ITIL Foundation Certificate - IT-Service Management  
2013: Adult Pedagogical Basic Education (AVG)  
2010: MCSA Server 2003 Certification  
2003: IT - administrator: System administrator  
1999: PC - supporter  
1998: Librarian RSLIS  
1993: High school graduate

## EMPLOYMENT HISTORY

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2024 - Freelance Senior Consultant, Knowledge Wise ApS  
2023 – 2024 Engineer, Software, Test & Validation, William Cook  
2020 – 2023 Senior Consultant, Strator A/S

2019 – 2020 Configuration Manager, Danish National Police  
2017 – 2019 Knowledge Manager, Danish National Police  
2016 – 2017 Web & SharePoint administrator, Danish National Police  
2011 – 2016 Knowledge manager, Danish National Police  
2009 – 2011 It Architect, Danish National Police  
2007 – 2007 Deputy leader, Danish National Police  
2006 – 2009 Operation Administrator, Danish National Police  
2005 – 2006 IT employee, Danish National Police  
2004 – 2005 IT Consultant, Simcorp A/S  
2000 – 2004 2nd line Support Technician, Nordisk Kellogg's A/S  
1998 – 2000 NT-Administrator, DTV