

METTE LUND - CV



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METTE LUND

FREELANCE SENIOR
CONSULTANT

Knowledge Wise

Farendløsevej 88, 4100 Ringsted

RESUME

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

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

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

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SELECTED ASSIGNMENTS

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 / 2nd 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

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

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

BOARD EXPERIENCE

2026 -	Vice Chairperson of the board and co-founder Farendløse Friluftsförening
2026 -	Member of the board Tvindelstrup Forsamlingshus
2024 – 2025	Chairperson of the board Nordrup Farendløse Forhandlingsfællesskab
2023 – 2025	Chairperson of the board Nordrup Farendløse Lokalråd
2023 – 2023	Member of the board Sjællandske Fåreavlere
2010 – 2012	Chairmen of the board Bedre Psykiatri Vanløse/Brøsnhøj
2010 – 2010	Member of the board Livets Skole
2000 – 2001	Member of the board Copenhagen Pride