



Karin Bülow – 24 March 1964

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NO - 3045 Drammen

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Domestic relationship
Son born 1993

Norwegian/English

Bookworm, writing, photo, design

Social, service-minded,
humble, honest, efficient,
completing, dedicated,
trustworthy, focused, manage
multiple tasks and deadlines,
proficient in software
packages, fast learner, ability,
experienced co-ordinator,
project management,
team-worker, structured
working methods, analytic,
creative, appreciate
challenges, solution-oriented,
decision-maker, creative, tech
confident, flexible, advisor

PROFESSIONAL SKILLS IN SHORT

Ensuring compliance with law, regulation, the organisation's constitution and codes of practice in relevant countries

Raising matters to uphold good corporate governance, social responsibility, code of conduct and EU-regulations

Corporate Management group, Crisis Management, CR-team

Maintaining Statutory Records to relevant regulators/registrars such as Companies House

Shareholders registers, integration acquired companies, mergers/demergers, Articles of Association, Auditor, Board/Management changes, shareholders decisions and meetings

Stock Exchange and notices if relevant

Project Management, logistics, new or improvement of solutions or platforms to ease, merge and automate internal processes, new buildings/premises, design/architect management, removal

HR, contract administration, personal handbook, employee management, interaction, diversity and development

Personnel insurances and pensions, agreements, management (domestic)

Insurances, agreements, risk limitation, cover and claims, legal on PI, Cyber, Crime, D&O, Property, Transport (world-wide)

Banks, international, KYC, authorizations, accounts/cash-pool

Accounting, budgets, corporate guarantees in general and project "Annual Report" on design and content

Quality auditor and experienced in quality systems

Trademark and domain management, registration, acquisition, world-wide watch, legal

Web editor, relevant responsibility on external websites, system owner of internal information web

Contract negotiation on corporate and domestic agreements, procurement, tenders, negotiations, implementation

Property Management, projects, advisor and lessee representative, rental agreements, guarantees, office management, facility services, security management

Acquisition and rentals, management of employee benefits, apartments abroad, domestic apartments and cabins

Independent in organizing and scheduling work

POSITIONS

2019 -	Adviser property Øvre Eiker municipality
2019 -	Head Grey Golden by Bülow
1997 - 2019	Head Corporate Administration, Visma AS
1996 - 1997	Administrative Secretary, Visma ASA
1996 - 1996	Reception-desk, switchboard, Visma Norge AS (former Multisoft AS)
1980 - 1996	Positions within sales/service, Multisoft, Western Staff Services, Rica, Christian Breton, Casino Regnbuen, Fotomagasinet, Norol

EDUCATION

2004 - 2006	Market Economy, BI Norwegian School of Management (part time)
1999 - 2000	Management Program, BI Norwegian School of Management (Visma)
1994 - 1994	Computer course, Aftenskolen, Drammen
1984 - 1985	Decoration Art School, Gjerdes Videregående Skole, Drammen
1982 - 1983	Secondary School – sports specialization, Kongsberg Gymnas, Kongsberg
1980 - 1982	Secondary School – sports specialization, St. Hallvard Gymnas, Drammen

PROPERTY PROJECTS

Advisor new premises 3000 sq.m at Företagsstaden, Växjö (2018-.....)

Project Manager new premises 2000 sq.m at Skøyen for Visma companies (2018-2019)

Project Manager renewal rental agreement and renewal premises HQ Skøyen, (2017-2019), architect/interior project (2018-2019)

Project Manager new building 8500 sq.m at Barkåker, Tønsberg (2016-2017)

Project Manager new building 2000 sq.m at Gran (2016-2017)

Project Manager new building 4000 sq.m at Fredrikstad of (2016-2017)

Advisor new premises 3000 sq.m in Riga, Latvia (2014-2015)

Project Manager renewal project new building of 7 000 sq.m at Elienaukio, Helsinki (2014)

Project Manager new premises 4 500 sq.m at Lade, Trondheim (2013-2014)

Project Manager new building 4 000 sq.m at Bassengkajen, Malmö (2011-2012)

Project Manager new building 11 500 sq.m at Lindhagen, Stockholm (2010-2011)

Project Manager moving 300 employees from Skøyen to Bjørvika & 300 employees from Pilestredet (Mamut after acquisition) to Skøyen (2011)

Project Manager new headquarter 18 600 sq.m at Skøyen, Oslo (2007-2009), including removal of 600 employees from 2 locations in Oslo to new premises

Project Manager new premises 15 000 sq.m Barcode Bjørvika, Oslo (2005-2011)

REFERENCES

At request

