

Christelle Letist

21 January 1980

SUMMARY

With extensive experience in HR & IT, and operating in different types of organizations, I can combine my specialized knowledge and expertise in HR with the company's needs. I can quickly respond to your needs from strategy definition to execution thereof, from project management to the implementation of your projects.

Main skills in HR Management: Project & Change management, digital HR, Large HR IT Systems Implementation (from selection to implementation), Extensive expertise in belgian Time & Payroll Management, HR Ticketing tools

CAREER

Payroll Manager Belgium @ The Adecco Group

- Responsible for monthly payrolls & specific runs
- 3 company's in Belgium (1600 workers)
- Key-user for Successfactors (masterdata, interfaces with local payroll systems)
- Managing two teams of 4 workers

Payroll Lead @ UCB

(June 2020 - Dec 2025)

- Responsible for monthly payrolls & specific runs (CCT90, warrants plan, Belspo, LTI payroll processing, impats/expats management, ...) with a zero tolerance for mistakes.
- Complex environment and complex payroll (4000 workers)
- Follow up legal changes and business changes, adapt systems (global & belgian HRIS tools) accordingly
- Managing a team of 3 workers

Owner - HR Geekette @ [Go to Next Levels](#) (March 2012 – May 2020)

Advisory services in Talent Management, Digital HR, HRIS, Social Media & Career Developer

Missions for Go to Next Levels:

- | | | |
|---|-------------|---------------------------|
| HRIS Project Manager @ UCB | (part time) | (June 2019 – May 2020) |
| Process operational tasks linked to HR Management | | |
| Development of interfaces between Successfactors & eBlox/Darwin (decommissioning SAP) | | |
| HRIS Project Manager @ i-City (Ville de Bruxelles) | (part time) | (Jan 2019 - April 2020) |
| Implement a HR Analytics tool | | |
| Data Quality Lead @ UCB | (part time) | (April 2018 - Sept 2018) |
| Ensure the data quality in SAP & Successfactors for the implementation of Successfactors on a global level | | |
| HRIS Project Manager @ UCB | (part time) | (April 2016 - April 2018) |
| Implement a new time management & payroll tool for the belgian population (Protime - Blox) | | |
| Co-founder @ CoolBird | (part time) | (Jan 2016 - Aug 2018) |
| Create an onboarding tool made easy for companies and for newbies | | |
| HRIS Project Manager @ IPG Group | (part time) | (July 2015 - Feb 2016) |
| Implement a new time management tool (Protime) | | |
| HRIS Project Manager @ Swissport Belgium | (part time) | (July 2014 - Oct 2015) |
| Implement a new time management & payroll tool (Protime - Blox) | | |
| Talent Manager @ Group Rossel - Sudpresse | (part time) | (July 2013 - Dec 2014) |
| <ul style="list-style-type: none">• Manage all Talent Management aspects (acquisition, development, ...)• Develop training strategy regarding business needs & ensure knowledge capitalization by knowledge sharing and use of enterprise social platform• Set-up, launch and follow-up the 'yearly review' process (HR Accent) | | |
| HRIS Consultant @ Knauf Insulation | | (Feb 2014 - May 2014) |

Audit data in the central HR Database with local systems (8 countries)
Social Media Strategist & Trainer (on demand) (June 2013 – Dec 2018)
Talent Manager @ Group Rossel – Vlan (March 2012 - July 2013)
Manage all Talent Management aspects (acquisition (recruitment, onboarding), appraisal, development (training, coaching), ...) and set-up an HR information system
Co-founder of hrmeetup.org (Sept 2011 - June 2012)

HR Consultant @ Hilango (Nov 2007 - March 2012)

Missions for Hilango

Test Manager, Trainer @ Cliniques Universitaires St-Luc (part time) (Mar 11- Mar 2012)

- Reengineering of HR admin processes (automation of it in a new designed organisation)
- Establish test plans and execute test scenarii in HR Access (HR Administration)
- Train Payroll Officers & HR Officers to use HR Access (HR Administration)

eHR Audit @ SPF Personal & Organization (part time) (Apr 2011 - Jun 2011)

Undertake the Audit of the eHR tool implementation (used in 13 SPF)

Project Manager Payroll @ Sanatia (part time) (Oct 2010 - Apr 2011)

Set-up and follow up the implementation of HR Access Payroll

Business analyst @ Duferco (Jan 2011 - Mar 2011)

Carry out specifications and create detailed POC in order to acquire a Time Management tool

Business analyst ERP @ SNCB-Holding (Nov 2007 - Dec 2010)

- Define specifications & create detailed Proof of Concept (POC) in order to acquire a HR ERP
- Reengineer Payroll & Time processes
- Team lead business for the Payroll part of the SAP implementation (SAP HR-PY)

HR Package Selection Consultant @ Ethias (part time) (Jun 2007 - Dec 2007)

Write specifications to acquire an HR management tools

Process Manager @ Fortis Bank as Consultant for Mainsys (Jan 2007 - Nov 2007)

Continuously optimize payroll processes and improve the HRIS (SAP PY)

eHR Business Analyst @ Belgian Post Group (Jan 2005 - Jan 2007)

- Project Management: Contract Management & Time management
- Reengineering and automation of Absence processes, standardization across different workers

Payroll Consultant @ Partena (Jul 2004 - Dec 2004)

Manage HR administration & payroll of customers. Very good knowledge of social law.

Administrative employee @ Belgian Post Group (Aug 2000 - Jun 2004)

HR Officer, Administrative employee, Assistant accountant, Counter Clerk

EDUCATION

- 2010 - 2013: MBA, Antwerp Management School
- 2003 - 2005: Master, Sciences du travail, UCL, Louvain-la-Neuve - Evening classes
- 2001 - 2003: Bachelor, Admin & gestion du personnel, EPHEC, Brussels - Evening classes
- 1997 - 2000: Master, Mathematics, Université libre de Bruxelles, Brussels - not completed

LANGUAGE & IT-tools KNOWLEDGE

- French: native
- Dutch & English: fluent
- very good knowledge of MS-Office, iWork
- good knowledge of MS-Project, Visio, SAP (HR), Successfactors, HR Access, eHR, Prottime, eBlox, HROnline, HR ticketing tools (Neocase, Snow) ...
- Project management: Agile, waterfall, ...

MORE INFORMATIONS ABOUT HR DIGITAL MISSION

HRIS Project Manager @ UCB (part time) (June 2019 – 2020)

Project: optimize the interfaces between systems; process operational tasks linked to HR Management; Project management and analysis, test, implement, post-go-live support; Change interfaces from SAP to TalentShare
Impacted workers: 2500 workers

HRIS Project Manager @ i-City (Ville de Bruxelles) (part time) (Jan 2019 - April 2020)

Project: Implement several functionalities/modules on HR Access
Implement an HR Analytics tool for the managers of the City of Brussels
Analysis of the work accident process, improvement of the way of working of the team and implement several tools (office)
Impacted workers: 3000

Data Quality Lead @ UCB (part time) (April 2018 - Sept 2018)

Project: Implementation of Successfactors (personal data - organisation management - ESS) on a global level
Impacted workers: 7500
Challenge: Worldwide implementation, the data of Successfactors will be go back in SAP (replication of data), so that all interfaces from SAP to other systems can run after the go-live.
Role in this mission: Ensure that the quality of the data was perfect in both systems to ensure that the replication can work (no blocking errors)

HRIS Project Manager @ UCB (part time) (April 2016 - April 2018)

Project: Implementation of a new time management & payroll tool for the Belgian population (Protime - Blox)
Impacted workers: 2250 (500 employees - 1750 managerial staff (cadres) with 250 impats/expats population)
Challenge: Get rid of the SAP complexity, even if it was creating more interfacing work (5 interfaces created). Specificity of this population: long term incentives (LTI) - stock options, warrants, ...
Role in this mission: As Project manager ensure the follow-up of the project, control the quality of the functional analysis, follow-up of the changes in the process documentation, manage and execute the testing of the payroll run (protime closing, eblox closing) and the interfacing, set-up a governance model, follow-up the budget, define the reporting

HRIS Project Manager @ IPG Group (part time) (July 2015 - Feb 2016)

Project: Implementation of a new time management for the Belgian population (Protime)
Impacted workers: 2500 employees
Challenge: Harmonize the time management that was made in different Protime entities to one new Protime. Ensure the interfacing between masterdata, the planning system, the clocking (phones), the payroll system (attentia) and other intern systems still works
Role in this mission: As Project manager ensure the follow-up of the project, control the quality of the functional analysis, manage and execute the testing (protime closing, attentia closing) and the interfacing, follow-up the budget

HRIS Project Manager @ Swissport Belgium (part time) (July 2014 - Oct 2015) Project: Implementation of a new time management & payroll tool for the Belgian population (Protime - Blox)

Impacted workers: 2000 (900 white collar - 1100 blue collar - 40 managerial staff) Challenge: Harmonize the time and payroll management between Swissport & Swissport Cargo (from 1 attentia tool, 2 protime, 1 acerta tool to one protime and one eblox)
Role in this mission: As Project manager ensure the follow-up of the project, control the quality of the functional analysis, create the process documentation, manage and execute the testing of the payroll run (protime closing, eblox closing) and the interfacing, set-up a governance model,

follow-up the budget, define the reporting

Talent Manager @ Group Rossel - Sudpresse (part time) (July 2013 - Dec 2014)

- Manage all Talent Management aspects (acquisition, development, ...)
- Develop training strategy regarding business needs & ensure knowledge capitalization by knowledge sharing and use of enterprise social platform
- Set-up, launch and follow-up the 'yearly review' process (HR Accent)

HRIS Consultant @ Knauf Insulation (Feb 2014 - May 2014)

Audit data in the central HR Database with local systems (8 countries), recommend new processes, IT improvement and specific roles and responsibilities, define user guides.

Talent Manager @ Group Rossel - Vlan (March 2012 - July 2013)

Manage all Talent Management aspects (acquisition (recruitment, onboarding), appraisal, development (training, coaching), ...) and set-up an HR information system (HROnline)

HR Consultant @ Hilango (Nov 2007 - March 2012)

Missions for Hilango

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