

Dorthe Nyborg

PROJECT COORDINATOR | DIGITALIZATION & ADMINISTRATION

Profile

Experienced and versatile project coordinator with many years of experience from complex organizations within energy, IT, pharma, and industrial sectors. I thrive in the role as a link between project management, technical teams, and business, ensuring structure, progress, and high quality in task execution.

With solid experience in planning, coordination, and document control across sectors such as energy, healthcare, and manufacturing, I enjoy working in structured environments and closely with teams.

Personally, I am positive, outgoing, and proactive with a strong dedication to my tasks. I work independently but also thrive in cross-functional team collaboration. With a natural sense for structure and relationships, I provide clarity, security, and progress in the projects I participate in.

Core Competencies

- Digital Transformation
- Change Management
- Governance and Documentation
- Healthcare IT
- Management Reporting and KPI Follow-up
- Communication and Stakeholder Management
- Program and Project Support
- SharePoint & SAP Superuser Support
- Risk Management and Compliance

Personal Attributes

- Structured
- Responsible
- Proactive
- Results-oriented
- Service-minded



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Links

[LinkedIn](#)

[Website](#)

Skills

Project Coordination

Digitalization and IT

Change Management

Structure and Documentation

Communication & Dissemination

SharePoint Administration

SAP Reporting and PO Tasks

Workshop and Team-building Planning

Document Management

User and Access Management

Languages

Danish (native)

English (professional)

- Action-driven
- Empathetic
- Outgoing and Positive
- Flexible
- Performs well under pressure
- Solution-oriented and Creative
- Loyal and Committed

Employment History

Freelance Consultant, Project Manager, Program Coordinator – Region of Southern Denmark | June 2024 – January 2026

- Coordinated and supported the implementation of Microsoft 365 across the region.
- Structured folder lists and user lists in Excel.
- Provided end-user support and created user guides.
- Participated in workshops and program meetings.
- Coordinated welcome packages for departments.

Freelance Project Coordinator – Energinet | 2023 – 2024

- Supported the project readiness manager.
- Created and maintained project documents in P360 and SharePoint.
- Prepared §4 applications and public business cases.
- Handled workflows in SharePoint, P360, and Visma Addo.
- Edited design descriptions and risk registers in Power BI.
- Planned workshops and team-building events.
- Managed guarantees and activity logs.
- Meeting planning and document handling.

Freelance SAP Coordinator – Total Energies | 2022

- SOX control and access management for Web Cycle and CoCoon systems.
- Uploaded and updated UNISOL training material in SharePoint.
- Scheduled meetings with UNISOL key persons and created presentations.
- Followed up on incidents in SNOW and access in ServiceNow.
- Updated UNISOL roadmap and published news posts.
- Project manager for IT part of SCOT project.

Project Assistant – Per Aarsleff A/S | 2021

- Temporary summer substitute responsible for administrative support to the project team.
- Ordered and followed up on tests and weighing slips.
- Registered and managed data in Datascope.
- Handled invoices and employee data in Excel.

Freelance Project Coordinator – Fertin Pharma | 2021

- Provided daily support to program management in Empower and LIMS projects.
- Updated risk matrix and project status.
- Planned events and conducted stakeholder analyses.

Freelance Project Assistant – Bankdata | 2019 – 2020

- Supported management team in Capital Market Program (KaMP).
- Planned meetings and took minutes.
- Processed data and budget reports.
- Organized team building and onboarding for new employees.

Personal Assistant – LEGO System A/S | 2011 – 2018

- PA for Vice President and 3 directors.
- Managed calendars, meeting minutes, travel booking, and visas.
- Handled SAP tasks: POs, HR master data, and invoice processing.
- Organized team building and KPI tracking.

Certifications

PRINCE2® Certification – IBA Kolding

2019 - 2019

Courses

Graphic Facilitation

2025 - 2025

Project Management – IBA Kolding

2018 - 2018

Payroll and Personnel Administration

2018 - 2018

AutoCAD Basic 1+2

2017 - 2017

NLP 1 + 2

2014- 2014

Project Management – Elearning Mannaz

2014-2014

Development for Secretaries/Assistants

2014 - 2014

Personal Power 1

2014 - 2014

Writing Better and Correct Texts, Notes, and Meeting Techniques

2012 - 2013

SAP Superuser

2001 - 2001

IT Skills

- Microsoft Office
- SAP
- SharePoint
- Power BI
- Visma Addo
- P360
- ServiceNow
- AutoCAD

