



# Ekaterina Zaychenkova

CHANGE MANAGEMENT | PMO | LEADERSHIP DEVELOPMENT | STRATEGY TRANSFORMATION

Organizational Change Management, Strategy and Transformation professional with 10 years of experience driving enterprise-wide initiatives across international matrix organizations. Strong track record in translating strategic priorities into actionable roadmaps, managing cross-functional workstreams, and ensuring sustainable adoption.

## LANGUAGES

Fluent in English, French and Spanish

## EDUCATION

Master degree BAC+5 in strategic planning by the University of Finance & Economics - \*Degree homologated by Spanish Ministry of Education (*Diploma translated available*)



**2026** Developing "Career Reset" (iOS & Android app): a 5-level coach-guided program for professional transitions.

Supported by Luxembourg's SME digital aid scheme (co-funding).

## CERTIFICATIONS

**PRINCE2** Project Management certification at ORSYS, Belgium (June 2026)

**ICF-Approved Executive Coach** certification at HENKA Institute, Luxembourg (2024)

**Change Management Practitioner** Certification Program (2021) at PROSCI, ADKAR methodology

**Leadership and Change** (2019) at LBTC London Business Training & Coaching, UK/ onsite

**Sustainable Supply Chains – Fundamentals** at ICHEC formation continue, Brussels, Belgium / onsite. ABCAL member (2024)

**Negotiation Expert Certification** (2019) at Eva Consulting, Brussels, Belgium/onsite

## TRAININGS

**Business Strategy** (2026) at The House of Training, Luxembourg /onsite

**Public Speaking** (2026) at CNFPC, Luxembourg /onsite

**Project Management Fundamentals** (2016) at The House of Training, Luxembourg /onsite

## KEY ACHIEVEMENTS

- ◆ **Led complex transformation initiatives across international organization**  
Translated strategic transformation priorities into actionable implementation roadmaps, clarifying objectives, sequencing and ownership across international stakeholders; supported measurable adoption within 3-6 months post-implementation.
- ◆ **Designed and setup a Change Management Capability on Group level**  
Created a Group-level Change Management framework and toolbox; integrated it into global PMO guidelines, strengthening execution discipline, operational readiness and sustainable adoption of business-critical initiatives; trained 200+ leaders, achieving an average 5/5 participant feedback score; established a global Change Management community and Change Agent network.
- ◆ **Strengthened governance, collaboration and value delivery**  
Built a global centralized Procurement community worldwide, enhancing collaboration, cross-functional learning and roadmap execution; contributed to strategic roadmap delivery exceeding financial targets by 33%, with over €160M in cost savings recognized by the CEO.

## RECENT EMPLOYMENTS SUMMARY

### Independent Leadership & Change Consultant

2025 – NOW

- Provide executive and leadership coaching (ICF-certified) to managers and professionals navigating organizational change and career transition.
- Advise a family-owned AI-automation venture, gaining hands-on experience in AI-driven process transformation and user adoption in financial workflows.

### Organizational Change Manager

ETEX Group

2023 – 2025 (LUXEMBOURG)

- **Strategy & roadmap delivery:** Designed internal Agile project-management strategies to embed strategic roadmaps across the Chief Performance Officer's organization, ensuring transparency, KPI and benefits tracking, and alignment.
- **Transformation coordination:** Coordinated multiple transformation workstreams with clear ownership and structured follow-up, escalating adoption risks and implementation blockers in good time.
- **Stakeholder engagement:** Partnered with senior leaders to drive engagement campaigns and embed culture transformation across the organization.
- **Learning & development:** Implemented a Global Procurement Digital Learning platform and assessments to strengthen Procurement department professionals' development.
- **Diversity & inclusion:** Contributed to Group-level D&I initiatives with HR leadership, promoting an equitable workplace culture.

### Business Process Change Manager (progressed from Change Management Analyst)

2018 – 2023 ETEX GROUP

**Integrating Agile and Change Management** Workshop (2022) at PROSCI/ online.

**Sales Techniques & Negotiation** (2007) at the Center of Financial Studies, Madrid, Spain /onsite

**Events Organization** course (2007) at Hedima CEIM, Madrid, Spain /online

## RECOGNITION:

Honored as the 2024 "Inspiring Teammate" of ETEX Group, celebrated across company platforms and social media.

## AWARDS:

- Excellence Award in *Connect & Care* category (2019)
- Impact Awards in *Connect and Care* category (2023)
- Impact award in *Pioneer to Lead* category (2024)

## EXECUTIVE REPORTING & ANALYTICAL TOOLS

**Microsoft 365 / Office 365:** PowerPoint, Excel, SharePoint, Teams, Microsoft Forms - executive decks, KPI trackers, transformation dashboards, surveys and action follow-up Power BI -basic level.

**PMO:** Microsoft Project, Monday.com, Smartsheet, Trello, Teams Planner

**Collaboration tools:** MIRO board, Mentimeter, Slido, Kahoot, Poll Everywhere

**AI:** Claude, ChatGPT advanced functionalities

## REFERENCES

Recommendation Letter and contact upon request

## CONTACT

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- **Capability strategy & framework:** Built a Group-wide capability function and common framework from scratch, embedding Change Management (Prosci/ADKAR) and Agile fundamentals into the Group's project management guidelines so the people side was structurally managed in every project.
- **Performance measurement & ROI:** Defined and tracked capability and adoption metrics - training completion, change readiness, stakeholder engagement and adoption rates, giving leadership transparent visibility on progress and return on investment.
- **Learning programme design & deployment:** Established a Global Training Academy, designing structured learning curricula, assessments and development paths and rolling them out to local country teams across Procurement function.
- **Facilitation & training delivery:** Trained 200+ leaders at Group level on internal communication, Agile, resistance and stakeholder management through interactive workshops, webinars and 1-to-1 coaching, with 5/5 training feedback. Established a Global Procurement Training Academy, coordinated training, assessments and measured outcomes to track learning & development
- **Cross-functional partnership:** Partnered with HR and Corporate Communications to drive employee engagement and cultural transformation, managing internal communication channels to keep a consistent transformation cadence.
- **Community & network building:** Created and led global functional communities and a change-agents network, building cross-functional learning and a strong sense of belonging among 150+ professionals worldwide.

### Project Coordinator

European Investment Bank

2015-2017 (LUXEMBOURG)

- Coordinated complex office relocation and space management projects across multiple internal departments, vendors and stakeholders, ensuring structured planning, clear ownership and timely delivery.
- Managed project coordination activities including planning follow-up, stakeholder communication, vendor alignment, administrative controls and delivery tracking.
- Supported operational readiness for relocation projects by aligning space planning, furniture management, design, client needs and implementation constraints.
- Maintained strong relationships with internal clients and external vendors to ensure project requirements were clearly understood, coordinated and delivered.
- Oversaw contractual and administrative aspects of project deliverables, supporting governance, documentation accuracy and smooth execution

### Project Admin Coordinator

GGM Capital Investment Fund

2014-2015 (LUXEMBOURG)

- Managed administrative and financial coordination for a major investment fund and construction project — cost control, procurement, contracts, leasing and budget governance — ensuring financial accuracy, compliance and reliable reporting.
- Coordinated with Luxembourg government authorities, vendors and internal stakeholders on project execution and regulatory matters, keeping construction coordination and financial controls aligned and accurately documented.

### Junior Cost Controller (progressed from Project Administrator) Técnicas Reunidas

2008-2011 (MADRID, SPAIN)

- Supported project finance and cost control activities by managing supplier invoicing, purchase orders, contracts and financial documentation in SAP ERP.
- Coordinated between procurement, finance and project teams to ensure accurate cost tracking, documentation flow and reporting discipline.
- Assisted with quarterly financial reporting and tax declarations, ensuring accuracy of financial documentation for international project operations.
- Maintained structured administrative and financial controls across supplier workflows, contracts and project cost documentation

\*\* For earlier experiences and deeper dive into the recent ones feel free to contact me