

Vincent LEGRU

Rue des Pommiers, 18
1348 Louvain-la-Neuve.
Tel/fax: 010.45.83.17
Mobile phone: 0475.44.20.87
Email: vincent@legru.net
Born in Etterbeek - 9/05/1971
Married – 2 children.
Graduate in IT. (3 year degree in IT)

**WORK EXPERIENCE****TOTAL PETROCHEMICALS – Feluy. (January 2007 – current)**

Petrochemicals company

EDMS Specialist.

- Documentum expert & Analyst.
- Documentum projects follow up.
- Analyse & provide expertise on new documentum projects.
- Maintain existing Documentum environments.
- Follow upgrades of existing Documentum environments (upgrades, testing, validation)
- docapp / webapp installation & updates
- Second & Third line support
- Docbases Administration & maintenance.

UCB PHARMA – Braine. (August 2004 – September 2006)

Global Pharmaceutical Company (via www.aubay.be)

Documentum Administrator Spécialist.

Documentum Administrator & Support (+/- 35docbases) Troubleshoot and maintain Docbases Support users worldwide, Manage user groups, documents, security.

Testing and Quality Assurance

Back up support for rendition servers (Core Dossier)

Documentum 4.x 5.1 & 5.2.5

Knowledge of validated environments and associated documentation

THALYS - Brussels (1 Jan 2004 – 31 June 2004) 6 months period contract.

International Railway Company in charge of the exploitation of the high speed trains (TGV) in France, Belgium, Germany and Holland.

IT Manager Assistant– Exchange & Network Admin.

- Project Manager. Part of a team of contractors in charge to develop and implement a new real-time tracking system for the 30 high-speed trains (TGV). GPS positioning, bilateral GPRS connection between trains and the headquarter in Brussels (working on 24/7)
- In charge of the network security with the firewall configuration,
- Assist the IT Manager on the IT expenses and budget consolidation.
- Managing 2 IT Support trainees doing the 1rst level support.

MERCK SHARP & DOHME (Merck) – Brussels. (March 2003- Dec 2003)

Global Pharmaceutical Company. MSD.com

Documentum Specialist. (CDI contract)

- Part of the European Exchange & Network Administrators team. (70 exchange servers)
- Documentum database Manager.

Windows XP Pro Deploying Manager. (Interim contract 4 months)

- Manage a staff of 5 people.
- In charge of the migration from Windows NT4 to XP PRO. 750 users in Belgium.

STAPLES – Brussels. (June 2000 – January 2003)

Worldwide leader in Office products retail.

IT Manager – Exchange & Network Admin.

- Member of the European Exchange & Network Administrators team.
- Manager of the Hardware Budget for the 3 Belgian sites. (125.000 – 200.000 euros/year)
- Site Migration in Europe (Birmingham – Lisbon – Brussels – Hamburg - Amsterdam). I
- Installation of new servers with Microsoft server , workstations..
- Servers day-to-day maintenance (9 servers).
- End User support, Network Administration, Servers Back-ups ,Hotline, Hardware problems
- Phone system administrator. (Lucent - Phonex Pro, DEFINITY Site Admin.)

SHERATON HOTELS - Brussels. (May 1999 to June 2000)

International luxury hotels group.

MIS Manager.

- Member of a System Managers team (3 people)
- Computers purchasing Manager
- In charge with users support & and Network maintenance (23 servers, 200 PC)
- Our goals: End User support, Network Administration, Back-ups ,Hotline,...
- First level support in duty (from 6pm to 6am)

GLAXO SMITHKLINE (GSK) – Rixensart (Dec. 97 to May 1999)

Pharmaceutical company. Worldwide leader in vaccine development.

End User Support specialsit. (via www.i-s.be)

- Member of a 20 people team which was in charge of IT help for the 2,300 employees
- Role: Hotliner, End User support, Network administrator, Problem solver, ...

EUROPEAN COMMISSION (Via ONSITE S.A.) - Brussels. (April to October 1997)**Help-Desk & End-User Support.**

Member of a team of 3 peoples Responsible of the IT support of the 1,900 people working in the 35 EU
Responsible of IT projects in EU embassies (purchase & installation of servers, printers...) .

EUROPEAN COUNCIL (Via Alfatar.com) - Brussels. (April to October 1997)**Help-Desk & End-User Support.**

Member of a team of 10 people Responsible of the IT support for the European Council.

LINGUISTIC KNOWLEDGE

Mother Tongue: French. - English: spoken and written.

TRAININGS

- Management Training: «essential management skills» & «effective team leadership»
- Lucent digital phone system Manage & Support (Lucent)
- «Deploying XP PRO UK» (Certification Microsoft)

SPORTS

Badminton, squash, Tennis.

TECHNICAL KNOWLEDGE

Documentum:

COURSES:

- 2 days courses on EverSuite. (Everteam)

- 2 weeks courses in Documentum Training Centre (Heathrow)

Technical Fundamentals for Documentum 5

System Administration for Documentum 5

- Extensive proven experience with Documentum (4i and 5);
- Content Server (lifecycles, workflow, jobs, methods, ...);
- WebTop / Desktop clients;
- Web Content Management (Web Publisher / Site Delivery Services);
- Documentum 4 Administration & 2nd level support, Documentum application testing.

Operating systems:

Dos 6.2x, Windows 2000 (Server and Work.), Windows XP PRO, Windows 2003 Server (Active Directory), Novell 3.x (novice), Linux Red Hat (novice)

BackOffice :

MS Exchange Server 5.5 / 2000 /2003 active directory. MSII

Office:

MS Office 2000 / 2003, Outlook 2003. Cc:mail, Eudora, Lotus Notes Mail Microsoft Project 2000-2002 Microsoft Visio 2000-2002

Firewall

CheckPoint Smart DashBoard on platform NOKIA IP300

anti-virus systems

MacAfee Antivirus 4.x
Norton Antivirus 2001/02/03
Inoculate IT 5.2
Trend Micro OfficeScan.

Management Tools and utilities:

NT resource kit utilities
Hyena 3.0 / 4.0
Dame Ware 3.0
User management for NT
Ghost 5.1 / 6.0 / 2002
PQDI Partition Magic 6.x/7.x

Helpdesk software :

Tivoli TSD 6.0 , Remedy 3.0/4.0

Emulators:

Client Access express, Reflection,

Backups:

Veritas Backup Exec, NT backup, ARC serve backup manager

Remote Control:

Virtual Network Computing (VNC), ISDN, VPN.
SMS 1.2
PC Anywhere 7 to 10
XP Remote Desktop/Remote Assistance
Remote Command Line (resource kit)

Servers:

Compaq Proliant 5xxx/6xxx/ml 300 /500 series

Protocols:

Netbui, TCP-IP, IPX

Routers:

Nortel routers: HyperTerminal, Site Manager and Telnet.

Cisco routers: Initial configuration by Cisco ConfigMaker, Telnet or HyperTerminal

Developing tools for internet websites: FrontPage, Dreamweaver Flash, Swish, JavaScript, Cool Fusion and PHP.

Picture Editing:

Photoshop 5.5, Paint Shop Pro, ACDsee 4

Copy softwares:

Nero 5.5, easy cd creator platinum

Data transfer:

WS FTP, Norton commander, laplink pro

Data compression:

Winzip, winrar, winace, GHOST, PQDI.

Network security: Websense, Norton Firewall 2003, Sygate Personal firewall.

Digital phones systems managing softwares:

Lucent Phonex Pro, Definity site admin, Meridian admin tool.