

Curriculum Vitae

Lukas Fels

Contact

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Lukas Fels

Senior Manager for Project
Administration and Office
Management

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Professional Experience

10/2022-present

Senior Manager for Project Administration and Office
Management. (IZA)

- Project Coordination
- Budget Management and Accounting
- Communication and Reporting (intern/extern)
- Proposal and Contract Management
- Document Management
- Quality Control and Regulatory Compliance
- Reporting to Mrs. Simons (Head of Organization,
Personnel and Legal Affairs)

07/2020-10/2022

Junior Manager for Project Administration and Office
Management. (IZA)

12/2019-07/2020

Assistant for Project Administration and Office Management.
(IZA)

02/2018-12/2019

Freelance work as an event manager in the bicycle industry

06/2017-02/2018

Team Manager and Head Mechanic "Radon DH Factory
Racing Team", **Radon Bikes**, Bonn.

- Budget management and accounting
- Organization and coordination of multiple race events
worldwide
- Contract and Sponsorship management
- On Site work as Team Mechanic

- 06/2016-02/2018 Event Manager Radon Bikes, **Radon Bikes**, Bonn.
- 01/2016-06/2017 Assistant Team Manager and Mechanic “Radon DH Factory Racing Team”, **Radon Bikes**, Bonn.
- 06/2015-06/2016 Assistant Event Manager Radon Bikes, **Radon Bikes**, Bonn.
- 03/2015-05/2015 Assistant Store Manager, **Bay Area Burrito Company**, Köln.
- 09/2013-02/2015 Assistant Store Manager/Shift management, **BLA Gastronomie GmbH**, Bonn.
- Store and shift management
 - Accounting
 - Order management

Education

- 03/2021-08/2024 BA in Business Administration (extra-occupational studies), FOM Hochschule für Ökonomie und Management, Bonn.
- Analysis of the Relevance of Flexible Forms of Work during the Corona Pandemic (1,7)
 - Critical Analysis of DCF-Methods (1,7)
 - Financing of Foundations and gGmbHs with special Consideration of Risk Management (1,7)
 - Foundations and their work in the Future: Reform of German Foundation Law – Structural Support Measure in Interests of Founders? (A Qualitative Preliminary Analysis) (1,3)
 - Bachelor-Thesis:
The Reform of German Foundation Law – Legal Analysis and Possible Impacts in Corporate Governance (1,3)