

Din Tanovic

Stockholm, Sweden
dintanovic@gmail.com

IT Coordinator · Team Lead

linkedin.com/in/din-tanovic

PROFILE

A snapshot of who I am.

IT Coordinator and Team Lead focused on running workplace technology end-to-end and leading the people behind it. I coordinate day-to-day IT operations, vendors and internal stakeholders, own budgets and process improvements, and lead support teams to deliver consistent, high-quality service. Strong technical foundation across Microsoft 365, Active Directory, Azure, VMware and ITIL — used to back up coordination decisions and step in on advanced support when it matters. Structured, proactive and grounded in clear communication.

EXPERIENCE

Roles and responsibilities.

Aug 2026 — Present

IT & GDPR Coordinator

Sweden Green Building Council (SGBC) · Stockholm

- Own end-to-end coordination of IT operations at Sweden's leading non-profit for sustainable building.
- Manage the IT budget and vendor relationships, aligning technical delivery with business goals.
- Act as GDPR coordinator — overseeing data protection routines, access reviews and policy work.
- Coordinate day-to-day IT support and workplace technology for the organization.

Apr 2025 — Aug 2026

IT Coordinator

Fremantle · Stockholm

- Owned day-to-day coordination of IT operations and continuous development of internal IT processes.
- Coordinated IT-related initiatives between users, vendors and internal departments.
- Drove proactive improvements to internal routines, workflows and documentation.
- Oversaw workplace technology, meeting room AV and Microsoft 365 services across the organization.
- Managed user administration, device lifecycle and day-to-day IT operations (PC and Mac).
- Acted as the primary IT contact, providing onsite and remote support when escalations required it.

Mar 2024 — Oct 2024

Team Lead, IT

Olink Proteomics · Uppsala

- Led and coordinated a team of five IT technicians.
- Owned planning, prioritization and continuous development of the team's day-to-day work.
- Coordinated with external vendors and drove improvement projects across the IT function.
- Stepped in on advanced technical cases and mentored colleagues on complex issues.
- Ensured stable IT operations and efficient working processes across the organization.

EXPERIENCE

Continued.

Sep 2022 — Mar 2024

IT Specialist

Wise IT — Consultant at K-Rauta · Stockholm

- IT specialist consultant for both office and retail environments.
- Created and administered POS accounts in Backstore, Fiori and SAP.
- Managed permissions in Access Rights and the KNOW IT portal.
- Owned escalated service desk tickets as the onsite technician.
- Performed troubleshooting in VMware and Microsoft 365 environments.
- Administered Azure accounts and worked daily in ServiceNow and EasitGo.
- Partnered closely with users to ensure stable, efficient IT operations.

Dec 2021 — Sep 2022

IT Order Management Coordinator

Atea — Consultant at Täby Municipality

- Worked as a consultant via Atea at Täby kommun.
- Logged and handled support tickets daily in ServiceNow and EasitGo.
- Delivered onsite support for users, including smartphones, laptops and Apple/iOS devices.
- Responsible for purchasing and ordering of electronics and IT equipment.
- Managed administration and invoicing in Visma Proceedo.
- Coordinated orders and supported day-to-day IT operations within municipal services.

Jan 2019 — Dec 2021

IT Support Technician

Advania · Stockholm

- Daily administration in Active Directory and management of user accounts.
- Logged and handled support tickets in Remedy and AMS Console.
- Provided technical support across Microsoft 365, Apple/iOS and Citrix environments.
- Managed password administration, account creation and shipping labels via Unifaun.
- Delivered evening phone support to companies in the US, Asia and the UK.

SKILLS

What I work with day to day.

Systems & Infrastructure

Active Directory · Azure · VMware · Windows Server · Citrix · SCCM · VPN · Remote Desktop · Intune · BitLocker · MFA · DNS · Fortinet (FortiGate) · macOS

Microsoft & Cloud

Microsoft 365 · Exchange · Teams · OneDrive · Outlook · SharePoint · Excel · Word · PowerPoint · Power BI · Google Workspace

Business & Support Systems

SAP · Fiori · Backstore · Visma Proceedo · Opus Management · Entré · Greta · ServiceNow · EasitGo · Remedy · Jira

Other Tools

Slack · Zoom · Photoshop · ControlUp · Parsec

EDUCATION

Background.

Psykologigymnasiet, Solna

Social Science & Behavioral Science

Aug 2011 — Jun 2014

Raoul Wallenbergskolan, Bromma

English specialization

Sep 2008 — Jun 2011

LANGUAGES

Fluent across three worlds.

Swedish

NATIVE

English

FLUENT

Bosnian / Croatian / Serbian

FLUENT