

PERSONAL INFORMATION

**Max Mustermann**

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Sex Male | Date of birth 01/03/1996 | Nationality German

**EuroTrainee Programme 2017 - Dublin:
Internship abroad as an Industrial Business Management Assistant**

WORK EXPERIENCE

01/09/2016–Present

Business trainee as an industrial clerk

Musterfirma, Musterstadt (Germany)

- five months at subsidiary XY
- insight into the interior manufacture of private jets and limited car series
- supporting customers
- working with Microsoft Office programmes
- supporting the XY-Key-Account Team
- preparing calculations and offers
- creating presentations

06/07/2015–31/08/2016

Driver of sick and disabled people

Deutsches Rotes Kreuz Kreisverband e. V., Musterstadt (Germany)

- drove sick and disabled people
- transport of meals
- cleaning and care of emergency vehicles

01/09/2015–30/06/2016

Logistics employee

Muster GmbH, Musterstadt (Germany)

- prepared transport and freight documents
- picked and packed goods
- accounted incoming goods

17/08/2015–21/08/2015

Student internship - business trainee as an industrial clerk

Musterfirma, Musterstadt (Germany)

- insight into the sales section
- worked with Microsoft Office programmes
- insight into the travel expense accounting

- 04/08/2014–31/08/2014 **Logistics employee**
Muster GmbH & Co. KG, Musterstadt (Germany)
- processed posted store orders
 - used a forklift truck
- 01/09/2013–31/07/2014 **Participant of the one-year Student Engineering Academy**
Muster AG, & Muster-Schule, Musterstadt (Germany)
- learned basic concepts of technical drafting and 3D-CAD
 - insight into basics of metal working
 - obtained fundamental knowledge about the fuel cell
 - build a fuel cell vehicle in model building size
- 12/08/2013–23/08/2013 **Student internship - section test equipment developing and production**
Muster GmbH, Musterstadt (Germany)
- wired electronic control device power cables
 - smaller mechanical tasks
 - soldered boards
- 08/04/2013–12/04/2013 **Student internship - section engine development**
Muster AG, Musterstadt (Germany)
- created 3D-sketches of engine parts on Catia V5
 - assisted in assembling a prototype engine
 - experienced real-life testing procedures and computer simulations to analyze the prototype engine
- 13/08/2012–17/08/2012 **Student internship - business trainee as a wholesale and foreign trade clerk**
Muster AG, Musterstadt (Germany)
- insight into the reception and distribution of trucks
 - assisted in vehicle repairs and maintenance
 - accompanied customer service

EDUCATION AND TRAINING

- 01/09/2006–31/07/2015 **A-levels (Abitur)**
Muster-Schule, Musterstadt (Germany)
General subjects
- English, German, mathematics, physics, economics

EQF level 5

01/09/2016–Present

Business trainee as an industrial clerk

EQF level 4

Muster-Schule, Musterstadt (Germany)

General subjects

- business administration, overall economy, information processing, accounting

PERSONAL SKILLS

Mother tongue(s) German

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C1 | C1 | C1 | B2 | B2 |
| Chinese | B2 | B2 | B2 | B2 | A1 |
| French | B1 | B1 | A2 | A2 | A2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- excellent communication skills gained through my experience as student leader

- good contact skills with children through my experience as mentor of the after-school homework supervision

- polite manner through supporting customers

Organisational / managerial skills

- good organisational skills gained through the experience as student leader, e. g. organising a school event for over 1000 students with a team of 12

Job-related skills

- good mentoring skills (as mentor of the after-school homework supervision)

- excellent presentation skills (as student leader)

Digital competence

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|-----------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |

Digital competences - Self-assessment grid

- excellent command of Microsoft Office programmes (Excel, Word, Powerpoint, Outlook)

- handling the PPS system SAP and XPPS

- basic knowledge using Catia V5 and Sketchup 3D

- good command of using video-editing programs and image-editing programs as amateur photographer

Driving licence

AM, B