

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-Schuke, 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