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| --- | --- |
| Name: | Mr John Doe |
|  |  |
| Nationality: | German  |
| Address: | House number, streetPostcode town |
|  |  |
| Telephone: | 9876/54321 |
| Mobile: | 0160/123456789 |
| E-mail address: | john.doe@email.com |
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|  |  |
| Education/Degree: | IT specialist system integration |
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| Certifications: | ITIL |
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| Language skills: | German: mother tongue English: fluentPortuguese: goodFrench: basic knowledge |

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| **Project example for CONSTRUCTION & PROPERTY** |
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| Month/year - month/year | Construction planner/structural engineeringat company name/construction industry* Object planning/architectural planning
* Construction/planning of supporting structures
* Static and dynamic analysis
* Quantity and mass determination
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| Month/year - month/year | Position/project descriptionat company name/industry* Task description
* Task description
* Task description
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| **Project example for ENGINEERING** |
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| Month/year - month/year | Development engineerat company name/automotive industry* Planning, realisation, analysis of projects
* Documentation of mechanical and optical tests by using the FGS sensor
* Model development and simulation of components and overall system by using Matlab/Simulink
* Validation of simulation models
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| Technologies employed: | Matlab/Simulink, CANalyzer, Diadem |
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| Month/year - month/year | Position/project descriptionat company name/industry |
|  | * Task description
* Task description
* Task description
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|  |  |
| Technologies employed: | xxxxx |

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| **Project example for FINANCE** |
|  |  |
| Month/year - month/year | Accountantat company name/industry* Establishment of cost accounting and internal reporting (interfaces)
* Entire ongoing accounting including accounts payable, accounts receivable and fixed assets
* Preparation of monthly and annual financial statements according to German commercial law (HGB) and IFRS
* Contact person for auditors and tax advisors
* Internal reporting including participation in budget preparation
* Review of tax declarations and advance VAT returns
* Project work (e.g. travel expenses, integration of new facilities)
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| Month/year - month/year | Position/project descriptionat company name/industry* Task description
* Task description
* Task description
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| **Project example for IT** |
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| Month/year - month/year | Software developerat company name/industry* Development of an e-commerce application
* Conception, design and development of the web interface
* Testing of functionalities including bug fixing
* Contact person for key users during testing phase
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| Technologies employed: | Java, Eclipse, JSF, JSP, Java Servlets, HTML, CSS, Jira |
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| Month/year - month/year | Position/project descriptionat company name/industry* Task description
* Task description
* Task description
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| Technologies employed: | xxxxx |

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| **Project example for LIFE SCIENCES** |
|  |  |
| Month/year - month/year | Clinical monitorat company name/pharmaceutical industry* Monitoring, phase III studies, oncology according to SOPs and GCP
* Plausibility check of CRFs and phrasing of queries
* Organisation of investigator meetings
* Supporting the project management in establishing and negotiating the study budget
* Submission of study documents to authorities and ethics commissions
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| Month/year - month/year | Position/project descriptionat company name/industry* Task description
* Task description
* Task description
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| **Project example for SALES & MARKETING** |
|  |  |
| Month/year - month/year | SEM managerat company name/industry* Conversion maximisation/development and improvement of processes regarding usability, bid management, landing pages, key words and texts/creative aspects
* Managing campaigns as well as controlling according to ROI
* Conception, development as well as realisation of SEM strategies
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| Month/year - month/year | Position/project descriptionat company name/industry* Task description
* Task description
* Task description
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| References: | Ms Martina MüllerHead of DevelopmentCompany nameTelephone: 956/234670E-mail: Martina.Mueller@companyname.com |
|  |  |
|  | Mr Martin SampleProject Manager Clinical ResearchCompany nameTelephone: 1234/9876E-mail: Martin.Sample@companyname.com |