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| --- | --- |
| Name: | Mr John Doe |
|  |  |
| Nationality: | German |
| Address: | House number, street  Postcode town |
|  |  |
| Telephone: | 0123/456789 |
| Mobile: | 0177/123456789 |
| E-mail address: | [john.doe@email.com](mailto:john.doe@email.com) |
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|  |  |
| Education/Degree: | IT specialist system integration |
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| Certifications: | ITIL |
|  |  |
| Language skills: | German (mother tongue), English (fluent), Portuguese (good), French (basic knowledge) |

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| **Project example for CONSTRUCTION & PROPERTY** | |
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| Month/year - month/year | Construction planner/structural engineering  at 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 description  at 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 engineer  at 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 description  at company name/industry |
|  | * Task description * Task description * Task description |
|  |  |
| Technologies employed: | xxxxx |

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| **Project example for FINANCE** | |
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| Month/year - month/year | Accountant  at 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 description  at 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 developer  at 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 |
| Technologies employed: | Java, Eclipse, JSF, JSP, Java Servlets, HTML, CSS, Jira |
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| Month/year - month/year | Position/project description  at company name/industry   * Task description * Task description * Task description |
| Technologies employed: | xxxxx |

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| **Project example for LIFE SCIENCES** | |
|  |  |
| Month/year - month/year | Clinical monitor  at 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 description  at company name/industry   * Task description * Task description * Task description |

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| **Project example for SALES & MARKETING** | |
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| Month/year - month/year | SEM manager  at 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 description  at company name/industry   * Task description * Task description * Task description |

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| --- | --- |
| References: | Ms Monika Müller  Head of Development  Company name  Telephone: 7894/45610  E-mail: Monika.Mueller@companyname.com |
|  |  |
|  | Mr Martin Sample  Project Manager Clinical Research  Company name  Telephone: 1234/9876  E-mail: [Martin.Sample@company](mailto:Martin.Sample@company)name.com |