

CURRICULUM VITAE

Ralf Mustermann, 19 years, German
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PROFILE

I am a willing and enthusiastic worker. I am a quick learner, with a flexible attitude to my work and schedule.

WORK EXPERIENCE

- April 03 – July 03 Customer Service Assistant, Mustercompany
Sales, marketing, telephone reservations & sales, customer service, administration, bus driving, working in the ski resort.
- February 2003 Pear picking on Turnbull Orchards, Shepparton
55 bins in 16 days
- July 02 – Nov 02 Muster Factory GmbH, Magdeburg
Call-Center-Agent:
Selling lottery tickets via telephone (30 hours a week); outbound cold calling; completing financial transactions of lottery tickets; data input
- August 1999 Muster Insurance-Company, Leipzig (2 weeks holiday work)
Duties in post-office; sorting post; stamping; delivering post
- Part-time jobs during school
- Waiter at functions

EDUCATION

1993-2002 Mustergymnasium, Magdeburg
German school-leaving examination and university entrance qualification

SKILLS

Languages: English (intermediate), German (native)
User of Microsoft Windows Me and Word; good computer knowledge; Experience with the Internet and e-mail

REFERENCES

Matt Mustermann – 0414 686868 Mustercompany
Melanie Musterfrau – 0407 454545 Employment Services Manager CIEE