
Curriculum Vitae

Max Mustermann

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Career aspirations: seeking a challenging position which requires experience in administrative work within the construction industry.

Personal	Date of birth:	05.08.1950
Details	Place of birth:	Musterstadt, Germany
	Marital status:	Single
	Nationality:	German

Professional	HR director	
Experience	1999 – present	Muster GmbH

Muster GmbH is a medium-sized company which operates in the construction industry which has a staff of 84 and 800 workers work in the installation department.

- responsible for leading a team of 45 employees
 - coordinating customer claims that result because of disruptions to construction work, faulty software and seeing them through to completion
 - analysing contract terms, specifications and risks
 - assisting the project manager
 - writing reports
 - supervising staff
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Quality manager

1994 – 1999	Beispielwerk
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Beispielwerk is a modern large company which operates in specialised projects.

- designing risk analysis
- implementing innovative benchmark tests in 1994 and 1998

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- monitoring the quality management system with emphasis on contract management, risk management and control
 - designed a new management system for internal use
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Education PhD
And 1990-1993 Beispiel University
Qualification Doctorial thesis on “new management systems”
Mark: 1.3 (A-)

A Levels (Abitur)
1988 Musterschule
A levels in Biology (B), History (A), Physics (A), Mathematics (B)

Courses

- conflict management
 - human Resources
 - business English and negotiating skills
 - presenting and selling using English
 - call handling
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Additional skills: sound knowledge of Microsoft Excel, Access, Word; good working knowledge of English

Interests: Skiing, reading, politics, outdoor pursuits

References:

Frieda Musterfrau	Bernhard Beispiel
Project Manager	Manager
Muster GmbH	Beispielwerk
Musterstraße 3	Beispielweg 2
12345 Musterstadt	98765 Musterhausen
Germany	Germany
0123/45678	9876/54321