

CURRICULUM VITAE

Practical Experience

03/2021-04/2021

Company name, Münster

Trainee, Human Resources Department

- Creation of information materials
- Insights into the preparation and implementation of selection procedures

2017-2020

Ice cream parlour, Münster

- Regular part-time position (15 hrs/week)
- Employment in street vending and café area

Education

since 10/2020

University of Münster (WWU), Münster, Germany

B.Sc. Subject of study

Estimated date of completion: xx/xxxx

9/2012 – 5/2020

Secondary school name, Münster

Abitur/ University entrance qualification (Final grade/GPA: x.x)

Volunteer Work

6/2015 – 7/2019

xyzxyzxyz, Münster

Head of Youth Recreation

- Coordinator for sports activities
- Contact person for parents

IT Skills

MS Office	proficient
Cash register system Money	highly proficient

Language Skills

English	C 1 level
French	B 1 level
German	native speaker

Interests

Swimming, reading (science thriller), geocaching

Münster, xx Month xxxx

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