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|  | **Anna Muster****Assistentin** |  |  |
| Start | Musterweg 123, 12345 Musterstadt |
| Smartphone | +49 123 / 456 789 0 |
| Umschlag | muster@email.de |
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| **Berufserfahrung** |
|  | **Konzern AG, Frankfurt**  | **Assistentin der Geschäftsführung** |
|  | MM/JJJJ – aktuell  | Korrespondenz, Terminverwaltung, Übersetzung  |
|  | **Bank AG, Überlingen** | **Assistentin** |
|  | MM/JJJJ – MM/JJJJ | Lorem ipsum dolor sit amet |
|  | **Kaufmann GbR, Düsseldorf** | **Assistentin** |
|  | MM/JJJJ – MM/JJJJ | Lorem Ipsum dolor sit amet |
|  | **Familenbetrieb GmbH, Köln** | **Junior-Assistentin** |
|  | MM/JJJJ – MM/JJJJ | Lorem Ipsum dolor sit amet |

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| **Bildungsweg** |
|  | **Learning Academy, Köln** | **Weiterbildung zur Assistentin im Management** |
|  | MM/JJJJ – MM/JJJJ  | Abschlussnote: 1,0 mit Auszeichnung |
|  | **Coronado Fernschule, Siegen** | **Studium B.A., Betriebswirtschaftslehre** |
|  | MM/JJJJ – MM/JJJJ | Abschlussnote: 1,8 |
|  | **Seehotel, Lindau** | **Ausbildung, Einzelhandelskauffrau** |
|  | MM/JJJJ – MM/JJJJ |  |
|  | **Europäische Schule, Varese** | **Realschule, Realschulabschluss**  |
|  | MM/JJJJ – MM/JJJJ | Note 1,1 Abschluss mit Qualifikation |

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| **Interessen** |  | **Sprachkenntnisse** |  | **Fähigkeiten** |
|  | Rennrad-Touren |  | Deutsch  |

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 |  | MS Office |

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|  | Reisen, hpts. Europa |  | Englisch |

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 |  | Datenbank |

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|  | Französische Kultur, Küche & Sprache |  | Französisch |

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| *Ort, den TT.MM.JJJJJ* |