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|  | **Anna Muster**  **Assistentin** |  |  |
| Start | Musterweg 123, 12345 Musterstadt |
| Smartphone | +49 123 / 456 789 0 |
| Umschlag | muster@email.de |
| Browserfenster | www.website.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 | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |  | MS Office | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |
|  | Reisen, hpts. Europa |  | Englisch | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |  | Datenbank | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |
|  | Französische Kultur, Küche & Sprache |  | Französisch | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |  | Toggl | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |
|  |  |  | Russisch | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |  | Trello | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |

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