

Anna Muster

Musterweg 123, 12345 Musterstadt

muster@email.de

+49 123 / 456 789 0

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| INfo |
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| Geburtsdatum:Geburtsort: Nationalität: | 18.08.1983Musterstadt, DE Deutsch |

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| Persönlichkeit |
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| KreativitätZuverlässigkeitKommunikationsfähigkeit |

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| BERUFSERFAHRUNG |  |
| **sekretärin** | *12/2018 – heute* |  |
| *AllAccounts, Düsseldorf* |  |
| 30 MitarbeiterGroßkunden-Betreuung Projektleitung: Digitalisierung Kundenakten |  |  |
| **sekretärin** | *04/2014 – 10/2018* |  |
| *BestProd AG, Neuss* |  |
| Projekt: KundenzufriedenheitSteigerung Kundenzufriedenheit um 38%Kundenbetreuung Jahreshauptversammlung |  |  |
| **sekretärin** | *11/2012 – 03/2014* |  |
| *Sellmethat, Düsseldorf* |  |
| Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore |  |  |
| **CALLCENTER AGENT** | *06/2011 – 09/2012* |  |
| *Callmecenter, Köln* |  |
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| Bildungsweg |  |
| **Vertriebspraktikum** | *11/2010 – 05/2011* |  |
| *Callme Center, Köln* |  |
| Einsatz in allen Bereichen der AbteilungenEinkauf, Accounting, Sales, Personal, Finance  |  |  |
| **KAUFFRAU FÜR BÜROMANAGEMENT** | *10/2007– 08/2010* |  |
| *Schneider & Söhne GmbH* |  |
| Abschluss mit Auszeichnung |  |  |
| **Realschule** | *10/1998– 08/2007* |  |
| *Realschule Köln* |  |
| Abschlussnote: 2,5 |  |  |

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| Fremdsprachen |
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| Englisch |

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| Edv-Kenntnisse |
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| MS-Office |

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| Lotus Notes |

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| Interessen |
| Flugzeug | Feder | **Radfahren** |
| Fernreisen v.a. Asien | Schreibenv.a. Kurzgeschichten | Rennrad & Mountain-bike |

Musterstadt, den TT.MM.JJJJ

**

**sekretärin**