



ZBP
CAREER CENTER

Resume Example for English Speaking Countries



PAUL PETER DOE

Welthandelsplatz 1, 1020 Vienna | +43 313 36 4968 | paulpeter.doe@mustercv.at

EDUCATION

Vienna University of Economics and Business

Master Program in Supply Chain Management

Vienna, AUT

October 2018–June 2020

Vienna University of Economics and Business, Austria

Bachelor Program in International Business Administration

- **Majors:** Strategy & Data, Supply Networks & Services (instruction language: English)
 - **Relevant courses:** Strategic Thinking and Analysis (Strategic Behavior/Game Theory), Analysis and Optimisation of Distribution Networks, Supply Chain Modeling and Design
 - **Bachelor thesis:** Determinants of prosocial behaviour
 - **GPA:** 1.5 (1: excellent; 5: fail)
-

Vienna, AUT

October 2014–June 2018

KEDGE Business School

Exchange term

- **Relevant course:** Supply Chain Management
-

Talence Cedex, FRA

February 2017–June 2017

Highschool TGM

- **Major:** Electrical engineering
 - Graduation with distinction
-

Vienna, AUT

September 2008–June 2013

WORK EXPERIENCE

Red Bull GmbH

Internship in Supply Chain Project Management

- Collaborate with 10 team members to continuously enhance project management tools and templates
 - Project documentation
 - Analysis and documentation of project-related topics
-

Salzburg, AUT

July 2018–September 2018

METRO Cash & Carry Österreich GmbH

Part time assistant merchandiser

- Support of Category Manager
 - Communication interface for > 100 suppliers
 - Competition monitoring
 - Preparation of analyses
-

Vösendorf, AUT

September 2017–May 2018

Infineon Technologies Austria AG

Internship Component Verification Engineer

- Data analysis and assessment
 - Support of 5 Component Verification team members
-

Vienna, AUT

July 2012–August 2012

LANGUAGE & IT SKILLS

- **German:** Native speaker
 - **English:** Fluent
 - **French:** Fluent
 - **Spanish:** Basic
 - **MS Office**
 - **Matlab**
 - **LabView**
 - **Visual Basic**
-

AWARDS & INTERESTS

- WU Top League member (accepted to WU's honors program because of academic excellence)
- Rector's list summer term 2016 (among top 1% of the best students in the Bachelor's Program in Business, Economics and Social Science)
- Interest in cycling, backpacking in Asia, slacklining

PAUL PETER DOE

Welthandelsplatz 1, 1020 Vienna | +43 377 0123456 | paul.doe@mustercv.at

Do not include a photo or declare your age, gender, nationality or birthday.

EDUCATION

Specify how you can be contacted (professional e-mail address, telephone number).

GENERAL INFORMATION

- Always send a PDF version of your CV.
- List headings in order of importance, usually one-page

Vienna University of Economics and Business
Master Program in Supply Chain Management

Vienna University of Economics and Business, Austria
Bachelor Program in International Business Administration

Reverse chronological order (i.e. most recent first) and consistent format for dates throughout the CV.

State the official name of the institution/company (incl. legal form)!

State planned activities (graduation, exchange term, Master's Program).

- **Bachelor thesis:** Determinants of p
- **GPA:** 1.5 (1: excellent; 5: fail)

Grades are optional (only add them if the company is looking for someone with excellent performance) – keep in mind the different grading systems!

KEDGE Business School
Exchange term

- **Relevant course:** Supply Chain Management

Talence Cedex, FRA
February 2017–June 2017

Highschool TGM

- **Major:** Electrical engineering
- Graduation with distinction

Start with your high school or the education level where you have gained your student permit.

Vienna, AUT
September 2008–June 2013

WORK EXPERIENCE

Tell the recruiter more (e.g. major, GPA, selected courses ...) and quantify where possible!

Red Bull GmbH

- Internship in Supply Chain Project Management
- Collaborate with 10 team members to continuously enhance project management tools and templates
 - Project documentation
 - Analysis and documentation of project-related topics

Salzburg, AUT
July 2018–September 2018

METRO Cash & Carry Österreich GmbH

- Part time assistant merchandiser
- Support of Category Manager
 - Communication interface for > 100
 - Competition monitoring
 - Preparation of analyses

Show your work experience with job titel, 2–5 bullet points and amount of working hours, quantify success with facts and figures and use action verbs.

Vösendorf, AUT
September 2017–May 2018

Infineon Technologies Austria AG

- Internship Component Verification Engineer
- Data analysis and assessment
 - Support of 5 Component Verification team members

Vienna, AUT
July 2012–August 2012

LANGUAGE & IT SKILLS

Recommended skill levels:

- **German:** Native speaker
- **English:** Fluent
- **French:** Fluent
- **Spanish:** Basic

- mother tongue / native speaker
- business fluent
- fluent
- good
- basic

AWARDS & INTERESTS

- WU Top League member (accepted to WU's honors program because of academic achievements)
- Rector's list summer term 2016 (among top 1 % of the best students in the Bachelor Program in Economics and Social Science)
- Interest in cycling, backpacking in Asia, slacklining

Go into detail rather than just listing hobbies such as "sport, reading, travelling"!