Curriculum Vitae

First name, second name

Personal details

Date of birth	January 1st, 1994
Nationality	German
E-Mail	youradress@live.de
Mobil	022 099 556688

Education

08/2002 - 07/2011	**Highschool**, name of Highschool, City, Germany Degree: Abitur (Highschool diploma)
08/1998 – 07/2002	**Primary school**, name of school, city, Germany

Apprenticeship

08/2011 - 05/2014	**Catholic Franziskus Hospital**, in Musterstadt, Germany Graduation: Medical Technician Duties: take care of patients, prepare patients for surgery, reception and computer work, insert catheters, insert NG tubes, assist in resuscitation, order labs, provide wound care perform tasks associated with ventilators, draw blood, clean patients, arranged for patients to be transferred to another facility, assist with a multitude of procedures, prepare patients for discharge, transport patients to and from such departments as radiology, work with psych patients

Work experience

10/2010- 02/2011	**Starbucks,** in Musterhausen, Germany Position: Waitress, Barista and Barkeeper Duties: Reception of guests, allocation of seats, recommendation of special meals and drinks, taking orders, serving of meals and drinks, billing, cleaning, kitchen assistance, preparing hot beverage, bar keeping

Internships

06/2012 – 08/2012	**Kita ABC** (daycare), in Musterstadt, Germany Duties: Assistance in childcare, project management, tutoring, creative work

Languages

German	native speaker
English	advanced
Spanish	basic

Information technology

HTML	basic
Microsoft Office	basic

Interests & Hobbies

Cooking, baking, creative work (drawing), jogging, playing guitar and piano