

Personal Data:

Name: John Doe
Date of Birth: 01.12.68
Place of Birth: Vienna
Marital Status: Single
Citizenship: American

High School and University Education:

09/94 – 05/96 Master of Business Administration (MBA)
Emphasis in Finance, Webster University, Vienna, Austria

09/89 – 04/94 Bachelors of Arts in Business and International Relations
Webster University, Vienna, Austria

06/88 -07/89 Various Business Courses,
Emphasis in Commerce, Wifi, Vienna, Austria

06/86 High School Diploma,
Jefferson High School, Phoenix, Arizona, USA

Past Working Experience:

08/99- present Key Account Manager for Media & Entertainment, at Telco Inc.;
Vienna, Austria

- Management of the New Media Business line with a staff of ten persons. Emphasis on strategy development for Content Provider, Application development and Network Provider
- Business Line sales responsibility of EURO 2 Million
- Evaluating strategy development projects for operational and economic feasibility in the areas of E-commerce applications
- Team leader of Europe-wide eBetting Application Initiative

03/97-07/99 Senior Consultant at BizSmart Consulting; California, USA

- Project Management for management consulting projects with emphasis on Business Strategy Development
- Human resource responsibility: supervision & coaching of five consultants
- Designed and implemented internal Knowledge Management system

09/94 – 10/95 Assistant to the CEO of AAA Bank; Vienna, Austria

- Market Research of Poland and Czech Republic with special emphasis on currency flows from and to Eastern Europe
- Consultant for the Austrian Businesses considering to enter Central and Eastern European markets
- Planning and conducting of a 5 day meeting on investment opportunities in Central Europe with delegates from 15 different countries.

Language Skills:

English: mother tongue
German: very good
French: intermediate

Trainings Completed:

Company XYZ: Leadership Seminar Series (four blocks), Recruiting, Presentational Skills, Sales, various Computer Courses

Computer Skills

MS Office Products: Word, Excel, PowerPoint, Access
Statistical Programs: Minitab, Micro TSP
Other: MS Project, ABC Flow Chart, Lotus Notes, Outlook,

Hobbies:

Horseback riding, mountain climbing, golf

References are available upon request