

# CURRICULUM VITAE

## Maximilian Muster, MSc

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### CAREER OBJECTIVE

High ambitious graduate in business administration looking for a challenging position in the field of logistics and supply chain management.

### EDUCATION

05/20xx - 04/20xx

**University of Graz, Austria**  
MSc Business Administration  
• Focus: production and logistics  
• Master Thesis: *Flight logistics in times of pandemic.*

09/20xx - 04/20xx

**University of Graz, Austria**  
BSc Business Administration  
• Study abroad: Universidad de Granada, Spain;  
Lectures in the field of international Business Administration

10/20xx - 06/20xx

**Civil Service** at Lebenshilfe, Graz, Austria

09/20xx - 06/20xx

**Bundesrealgymnasium, Graz, Austria**  
Secondary school - graduated with university entrance certificate, passed with distinction  
• Student exchange year in the 7. grade at High School Texas, USA

### FIELD-RELATED WORK EXPERIENCE

10/20xx - 07/20xx

**Intern | Supply Chain Management**  
DANONE - Milupa GmbH, Puch bei Hallein, Austria  
support of the DACH-logistic team, development of the total-cost-to-serve database, monitoring and reporting the warehouse KPIs, support at tendering processes, perform system adjustment

04/20xx - 12/20xx

**project assistant | logistics** during my master thesis research  
Austrian Fly Cargo, Wien, Austria  
daily update and report of legal framework, import ban etc., reporting and issue transport offers, support with the development of short-term logistic strategies

### OTHER WORK EXPERIENCE

seit 01/20xx

**employee in office and administration**  
E-Car-Sharing „Fahrst E mit“, Graz, Austria  
managing the enrolment of new members, general office duties, customer care, servicing of the vehicles

07/20xx - 08/20xx

**production holiday employee**  
Infineon Technologies, Villach, Austria

### FURTHER SKILLS AND ACHIEVEMENTS

languages

german - mother tongue  
englisch - business fluent  
chinese - basic knowledge

IT skills

MS Office - Word, EXCEL, PowerPoint, Access, Office  
SAP - basic knowledge

further education

**course: dynamic-analytical team development**  
Groundwork, Graz-Vienna, 07/2020 - 03/2021

achievements

performance scholarship of the faculty of social science and economics, University of Graz in the years 2018 and 2019

driving license

category A, B

personal skills

**team oriented and strategic thinking**, due to my internships and employments  
**creative and solution oriented**, notable at my current work at the E-car-sharing as well as my study projects

interests

publications in the field of sustainable supply chain management, sustainability, environment awareness detective stories  
sports: volleyball, soccer - member of the amateur team in my hometown

### REFERENCES

**Univ.Prof. Maurice Pucher**

*Master thesis advisor*  
Institut of production and logistics, University of Graz  
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