

RESUMEE

Julia Beispiel, BA

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High motivated graduate in both global studies and anglistics with experience in integration work and training, searching for a position with focus on fair integration of refugees.

Languages

German - mother tongue
English - business fluent
French - fluent
Spanish - good knowledge

IT skills

MS Office - Word, EXCEL,
PowerPoint, Outlook
Adobe Photoshop, Indesign
SAP, BMD

Social skills

- team oriented and empathic
- highly structured and solution oriented
- exceedingly stress-resistant

Courses

- Leading employees and teams
- communicational training
- gender and diversity
- first aid

Education

University of Graz, Austria 20xx - 20xx

MA Global Studies with focus on society and culture

- Master thesis: elimination of poverty and its impact
- performance scholarship of the faculty of social science and economics

University of Graz, Austria 20xx - 20xx

BA English and American Studies

Focus and bachelor project in American Cultural Studies

Handelsakademie Ideenstadt, Austria 20xx - 20xx

Focus: digital accounting, foreign languages: english and french
graduated with university entrance certificate, passed with distinction

Experience abroad

ERASMUS- semester abroad at University of Bristol, GB 20xx

AuPair, Colorado, USA 20xx

Professional experience

private tuition for students school level 5 - 8 20xx - 20xx

Lerndichschlau GmbH, Graz, Austria

subjects: english, french, accounting, mathematics.

part-time employee in office and sales 20xx - 20xx

TapetenwunderLaden, Graz, Austria

customer service, coordination of purchase and delivery, appointment coordination, accounting, administrative duties.

internship 20xx

ÖIF - Österreichischer Integrationsfonds, Graz, Austria

assisting duties at integration counselling, value- and orientation courses for refugees, event support

Voluntary work

ZUSAMMEN:ÖSTERREICH Integration-ambassador since 20xx

Austrian Integration Fond, Graz

Buddy for incoming students, 20xx

international relation office, University of Graz