

# CURRICULUM VITAE

## Maximilian Muster, MSc

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### CAREER OBJECTIVE

Ambitious graduate in business administration looking for a challenging job in 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  
Semester abroad: Universidad de Granada, Spain; Lectures in the field of international business administration

10/20xx - 06/20xx

**Civilian Service** at Lebenshilfe, Graz, Austria

09/20xx - 06/20xx

**Federal secondary school, Graz, Austria**  
graduated with Matura (university entrance certificate),  
passed with distinction  
• Student exchange year in the 7th grade at the High School Texas, USA

### RELEVANT WORK EXPERIENCE

10/20xx - 07/20xx

**Intern | Supply Chain Management**  
DANONE - Milupa GmbH, Puch near Hallein, Austria  
Support of the DACH logistics team, setup of the total cost-to-serve database, monitoring and reporting of warehouse KPIs, support of tendering processes, implementation of system adjustments

04/20xx - 12/20xx

**Project assistant | logistics** during my master thesis research  
Austrian Fly Cargo, Wien, Austria  
Daily update and reporting of legal conditions, import bans etc., reporting and creation of transport offers, support in the development of short term logistics strategies

### OTHER WORK EXPERIENCE

seit 01/20xx

**Employee in office and administration**  
E-Car-Sharing „Fahrst E mit“, Graz, Austria  
Administration of new member registration, general office work, customer service, maintenance of the vehicles

07/20xx - 08/20xx

**Production employee during the vacation season**  
Infineon Technologies, Villach, Austria

### ADDITIONAL SKILLS AND ACHIEVEMENTS

languages

german - native language  
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, Austria, 07/2020 - 03/2021

achievements

Performance scholarship of the Faculty of Social Science and Economics, University of Graz, Austria in the years 2018 and 2019

driving license

category A, B

personal skills

**able to work in a team and think strategically**, based on my previous internships and employment  
**creative and solution oriented**, especially in my current work in e-car sharing as well as in my study projects

interests

Publications in the field of sustainable supply chain management, sustainability, environmental awareness - engaging stories  
Sports: volleyball, soccer - member of the amateur team in my hometown

### REFERENCES

**Univ.Prof. Maurice Pucher**

*Master thesis supervisor*  
Institut of Production and Logistics, University of Graz, Austria  
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