

PERSONAL INFORMATION



Cara Heller

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Sex Female | Date of birth 10/05/1995 | Nationality Austria

JOB APPLIED FOR
POSITION

WORK EXPERIENCE

02/2019 – 08/2019

General Administration

Perlogis Real Estate GmbH, Bahnstraße 7, 2345 Lower Austria

- Correspondence and translation (English/German)
- Creating and maintaining a new filing system (electronic and paper)
- Compiling and preparing material for meetings

Business or sector Real Estate

08/2017 – 12/2018

General Administration

Mediacom, Vordere Zollamtsstraße 13, 1300 Vienna

- Documentation of Adverts
- Archiving Adverts
- Acquisition and distribution of documented Adverts

Business or sector Advertising

02/2017 – 06/2017

Internship

FHTW, Höchstädtplatz 6, 1200 Vienna

- Programming (Matlab)
- Statistical Analysis (Matlab, Microsoft Excel)
- Sorting Electronic Components

Business or sector IT

08/2015 – 09/2016

Financial Trainee

OVB, Tokiostraße 3, 1220 Vienna

- Company presentation
- Customer-acquisition
- Collection of data
- Creation of concepts for financial services

Business or sector Financial services

06/2012 – 08/2019

Tutoring and Proofreading

Self-employed

- Subjects: English, English conversation
- German as a foreign language
- Mathematics and sciences

Business or sector Tutoring

- 01/2009 – 08/2019 **Production assistant**
Penny Lane Filmproduktion, Wohllebengasse 18/6, 1040 Vienna
 - Support in all stages of production
 - Looking after actors and foreign crew
 - Assisting the setmanager
 - Assisting Make-up artist, stylist and costume designer
 - Assisting the Director and Continuity**Business or sector** Film
- 07/2010 – 07/2015 **Dancing Instructor**
Self-employed
 - Styles: Technique (Ballet), Modern, Jazz, Tap**Business or sector** Art/Dance
- 06/2011 – 08/2012 **Waitress**
Self-employed
 - Set – up and clean up
 - Service**Business or sector** Catering

EDUCATION AND TRAINING

- 09/2017 – 09/2019 **MSc**
University of Applied Sciences Vienna, 1200 Vienna
 - Health and Rehabilitation Technology
- 09/2013 – 06/2017 **BSc**
University of Applied Sciences Vienna, 1200 Vienna
 - Biomedical Engineering with specialization in Rehabilitation Technologies
- 07/2013 – 08/2013 **Certificate for Chemistry**
Oxford Summer Courses, Oxford, England
 - Course: Chemistry
- 09/2005 – 06/2013 **High School Degree (Austrian Matura)**
Gymnasium Parhamerplatz, 1170 Vienna
 - VBS (Vienna Bilingual Schooling)
- 09/2001 – 06/2005 **Primary School**
Volkschule Marktgasse, 1090 Vienna
 - GEPS (Global Education Primary School)

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PERSONAL SKILLS

- Mother tongue(s) English, German

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	B2	B2	B1	B1	B1
Italian	B1	B2	A2	A2	A2
Korean	A1	A2	A1	A1	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

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|------------------------------------|---|
| Communication skills | <ul style="list-style-type: none"> ▪ good communication skills gained through my work as a Financial Trainee, where customer service has the highest priority |
| Organisational / managerial skills | <ul style="list-style-type: none"> ▪ due to my experience as a dancing instructor I can set a good example and motivate others to follow said example |
| Job-related skills | <ul style="list-style-type: none"> ▪ due to the content of some of my subjects while studying, I have gained an extensive understanding in project management and similar processes. |

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Proficient User	Proficient User	Independent User	Proficient User	Independent User

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

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|-----------------|--|
| Other skills | <ul style="list-style-type: none"> ▪ good command of office suite (word processor, spread sheet, presentation software) due to frequent use in the course of my studies ▪ good command of Adobe CS and Final Cut Pro 7, due to my work in a filmproduction ▪ knowledge in C# and MatLab programming due to frequent use in the course of my studies ▪ knowledge in kinematics (Vicon Nexus) and animation software (Blender) also due to use in my studies |
| Driving licence | No |

ADDITIONAL INFORMATION

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|----------------|--|
| Certifications | <ul style="list-style-type: none"> ▪ Oxford Summer Courses for Chemistry ▪ "Medizintechnik" (Law for medical devices in Austria) |
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