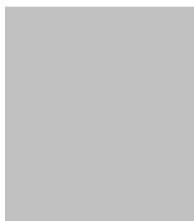






PERSONAL INFORMATION

Lara Muster



 Hochfelder Weg 48, 22767 Hamburg
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 Lara.muster@web.de

Sex female | Date of birth 26.03.1994| Nationality German

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Forwarding Agent

WORK EXPERIENCE

08/2012 to 07/2014

Apprenticeship as a **Forwarding Agent**, practical part (75 % of the initial vocational training/apprenticeship in the company), EQF-Level 4. For theoretical part of apprenticeship see below.

Short description of the company:

Riemann und Schnabel Logistics, Lange Reihe 38, 23456 Hamburg

Logistics & International Freight Forwarders:

800 employees worldwide

Offices based in 25 cities, providing a full range of international freight forwarding and logistic services to a number of clients including the following:

- Air, ocean, overland freight forwarding (import & export)
- Customs brokerage for both import and export
- Certified for the international movement of HAZ products .
- Warehouse management of client stock – from receipt > call off > staging/sorting > delivery > inventory management

Within the 12 months of my apprenticeship I have gained experiences in the following fields:

Issue quotations for the forwarding company services

Handling complaints

Organizing the export handling, but especially the import handling by truck

Arrangement for storage

Carrying out office and administration work

Dealing with shipping and forwarding orders

Organization of vehicles

Customs clearance

Freight orders of other modes of transport

Warehousing and logistics

Gaining insights into cost calculation

2010–2012

Shop Assistant in a fashion shop (while at school in a temporary job)

H&M, Mercado Shopping Center Hamburg Altona

Arranging the display of goods
Stocking the shelves and display racks

2008 - 2010

Courier Service for a chemist's shop

Schlossapotheke, Große Bergstraße 165, 22767 Hamburg

Distribution of pharmaceutical products to patients by bicycle (while at school in a temporary job)

EDUCATION AND TRAINING

08/2000-06/2012

Basic School and Secondary School (A Levels – University Entrance Diploma)

08/2012-07/2015

Apprenticeship as an Forwarding Agent, theoretical part (part time, 25% of the initial vocational training/apprenticeship), EQF Level 4

Vocational College for Transport : Staatliche Handelsschule Holstenwall - Hamburg
Berufsschule für Logistik, Spedition, Verkehrsservice, Holstenwall 14, 20355
Hamburg
Contents see above

PERSONAL SKILLS

Mother tongue(s) German

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
French	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills	I learned to deal with people/customers in my company. Reliable and honest, creative, flexible, friendly and helpful. I am good at listening as well as calm and balanced .
Organisational / managerial skills	I learned to plan, organize, carry out and supervise a whole working day in my company. I also learned to create a marketing plan at vocational school.
Job-related skills	I am open-minded for anything new, I am self-motivated and a fast learner
Computer skills	MS Office (Word, Excel, Power Point) , Internet, special logistic software
Other skills	Trainer for handball junior
Driving licence	B

ADDITIONAL INFORMATION

ANNEXES

- School reports
- Initial vocational training contract with the company and Chamber of Commerce
- Work confirmations