EUROPEAN CURRICULUM VITAE FORMAT

PERSONAL INFORMATION

Name	**TOM SCHMIT**
Address	**SCHULSTRASSE 4, 32547 BERLIN, GERMANY**
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Nationality	**Austrian**
Date of birth	**06-08-1983**

WORK EXPERIENCE

• Dates (from – to)	**2012-01-03 – 2016-06-02**
• Name of employer	**Western Union, Berlin**
• Type of business or sector	**Financial sector**
• Occupation or position held	**Service specialist in anti-money laundering**
• Main responsibilities	**Communicating with WU clients, solving customer support problems, looking for creative solutions, checking for fraud.**

EDUCATION AND TRAINING

• Dates (from – to)	**2002-09-01 – 2006-06-23**
• Name of organisation	**Berlin School of Economics and Law - University**
• Occupational skills covered	**Finance and Accounting, Global Supply Chain, Operations Management**
• Title of qualification awarded	**B.A. in Business and Economics**
• Level in national classification	**Bachelor of Arts**

• Dates (from – to)	**1998-09-01 – 2002-06-22**
• Name of organisation	**Berlin School of Economics and Law - University**
• Occupational skills covered	**Auditing, Issues in International Accounting, Corporate Finance**
• Title of qualification awarded	**M.A. in Accounting and Controlling**
• Level in national classification	**Master of Arts**

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

GERMAN

OTHER LANGUAGES

	ENGLISH	FRENCH
• Reading skills	EXCELLENT	GOOD
• Writing skills	EXCELLENT	GOOD
• Verbal skills	GOOD	BASIC

SOCIAL SKILLS AND COMPETENCES

- **MEDIATING SKILLS,**
- **TEAM SPIRIT,**
- **SOCIAL INTELLIGENCE,**
- **CROSS CULTURAL COMPETENCY,**
- **INTERPERSONAL COMMUNICATION.**

ORGANISATIONAL SKILLS AND COMPETENCES

- **LEADERSHIP,**
- **ADAPTIVE THINKING,**
- **CUSTOMER FOCUS,**
- **TIME MANAGEMENT,**
- **ATTENTION TO DETAIL.**

TECHNICAL SKILLS AND COMPETENCES

- **COMPUTER COMPETENCE,**
- **GOOD COMMAND OF FINANCIAL SOFTWARE,**
- **KNOWLEDGE OF CMR AND ERP PLATFORMS.**

DRIVING LICENCE

CATEGORY B

ADDITIONAL INFORMATION

PUBLICATION: THE FUTURE OF FINANCIAL INSTRUMENTS, BUSINESS JOURNAL, LONDON
CONFERENCE: BIG BUSINESS 2014 & 2015, BERLIN
VOLUNTEERING: 4 PAWS PET SHELTER, BERLIN

ANNEXES

COVER LETTER
REFERENCES