

# Curriculum Vitae

## Monika Richrath

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### Personal details

Born on 13 September, 1962 in Hamburg

### Personal profile

Due to temporary employment and my previous employments, I acquired a widely spread repertoire of abilities in the field of (foreign languages) office, human resources and accounts department, as well as the ability to settle into a new job very quickly.

My work is result-oriented. A sense of responsibility and reliability are natural for me.

I can work both independently and in a team.

I am pleased if I can contribute to your success with my work and my commitment.

### Strengths

- Very good knowledge of English and French language
- A friendly disposition
- Cross-cultural competence due to employment abroad and work with colleagues from foreign countries
- Excellent organizational skills
- Good handling of modern office equipment
- Result-oriented performance
- Team player
- Cost awareness
- Scheduling and travel management including organisation of meetings
- Keeping of the minutes

## Work experience

Since 27/10/2011	<b>Self employed</b> as coach and trainer, freelance translator
02/08/2011-26/10/2011	Job seeking
01/08/2010 – 01/08/2011	<b>Occupational reorientation</b> at Tertia Berufsförderungs GmbH & Co KG, Alfter
01/05/09 – 31/07/10	Rehabilitation
15/01/04 – 30/04/09	<b>Executive assistant</b> , INFAl GmbH, Köln
01/01/03 – 14/01/04	Job Seeking
01/01/00 – 31/12/02	<b>Foreign language assistant</b> , CAT GmbH, Brühl
27/01/99 – 31/12/99 16/09/96 – 12/12/97	<b>Employee</b> , Allbecon/Pro Time, Bonn Temporary employment
05/10/98 – 31/12/98 15/12/97 – 31/05/98	<b>Human Ressources Administrative Assistant</b> , Global One Telekommunikationsdienste, Bonn/Frankfurt
01/02/96 – 15/09/96	Job Seeking
03/07/95 – 31/01/96	<b>Employee</b> , Adia, Bonn Temporary employment
01/01/91 – 30/06/95	<b>Employee</b> , Atelier Frings GmbH, Bonn
01/11/89 – 31/12/90	<b>Executive Secretary</b> , Sponsor Partners, Bonn
02/05/89 – 31/10/89 13/01/86 – 14/07/86	<b>Clerk</b> , Raichle Personal Service, Bonn Temporary employment
30/01/89 – 01/05/89	Commercial training, DAA, Bonn
01/07/88 – 29/01/89	Job seeking
01/05/87 – 30/06/88 16/07/86 – 30/04/87	<b>Secretary</b> , Mönch Verlag, Paris, France <b>Secretary</b> , Mönch Verlag, Bonn

29/11/10 – 28/01/11

## Vocational education and training

Modular qualification, module 10: payroll accounting, with DATEV, DAA Bonn

14/09/92 – 16/12/92

Accounting and final balance (CIC-certified)

1984 – 1985

## Vocational training

Commercial correspondent, Spanish  
Else-Wolff-Schule, Köln, (not CIC-certified)

1982 – 1984

Commercial correspondent, English, French  
Inlingua Sprachschule, Bonn (CIC-certified)

1973 – 1982

## Education

Friedrich-Ebert-Gymnasium, (bilingual) Bonn  
GCSEs

## Languages

*German*

- Fluent oral and written

*French*

- Fluent oral and written

*English*

- Fluent oral and Written

*Spanish*

- Basic knowledge

*Italian*

- Basic knowledge

## Computer literacy

MS Office (Word, Excel, Powerpoint), Outlook

## Stay abroad

01/05/1987 – 30/06/1988

- Paris, France

## Driving license

- Class B

Bonn, October 2013