

### **General Information**

I am a 24 years old IT-specialist from Germany.  
I live in Helsinki since December 2001. Currently I  
am searching for a full-time or part-time job in the  
IT-business.

I speak the following languages:

German: Mother tongue  
English: Excellent (spoken and written form)  
Finnish: Beginner



### **My aims**

As an IT-professional I am free to travel and would like to join a team of professionals in  
an international working environment to share knowledge and develop new solutions.  
I am interested in dealing with the newest technology and ready to learn and study hard  
to keep my knowledge up to date.

### **Contact**

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## Curriculum vitae

### **01/2002 until today**

Employer: Nettonetti Oy (Helsinki, Finland)  
Job title: **IT-Specialist**  
Responsibilities: Installation, configuration, maintenance of PC-systems and networks  
Web design

### **06/2001 - 12/2001**

Employer: Xerox GmbH (Neuss, Germany)  
Job title: **Customer Service Engineer**  
Responsibilities: Installation, configuration and repair of digital network-printers  
and copiers

### **09/1998 - 05/2001 (Apprenticeship)**

Employer: Xerox GmbH (Neuss, Germany)  
Education name: **IT-System-Engineer**  
Topics: Installation, configuration and maintenance of IT-systems  
including power supply  
  
Software developing  
Project management  
Business management

Final grade: 92% (Final school grade: 100%)

### **07/1997 - 08/1998 (Alternative national service)**

Employer: German Red Cross (Düsseldorf, Germany)  
Responsibilities: Food supply, care and first aid

### **08/1988 - 06/1997**

School: Schloß-Gymnasium Benrath (Düsseldorf, Germany)  
School form: Higher secondary school / high school  
Final paper: School-leaving examination

### **08/1984 - 07/1988**

School: Hermann-Gmeiner-Schule (Düsseldorf, Germany)  
School form: Primary school

## Qualifications

### **Network**

Planning, installation, configuration, administration of local area networks based on twisted pair technology including:

- Installation of needed power supply
- Installation and configuration of need network hardware (hub, switch, router, bridge, repeater)
- Configuration of the connected PCs and Servers (Windows 9x, 2000, XP Client + Server, Microsoft Exchange, Microsoft Proxy Server 2.0)

Excellent knowledge of network protocols (TCP/IP, UDP, IPX/SPX) and the OSI reference model

Installation and configuration of firewalls, anti-virus and backup-systems

### **PC**

Planning, installation, configuration, repair of PC systems

Software installation of Software based on Microsoft Windows

Installation, configuration of PC periphery (printers, scanners, etc.)

Protection against virus and hacker attacks (installation, configuration of anti-virus and firewall software)

### **Web design**

Creating web pages by using the following software:

- Macromedia Dreamweaver, Fireworks, Flash
- Adobe Photoshop
- Corel Draw

Excellent knowledge in HTML, CSS and JavaScript

### **Software development**

Including Visual Basic for applications (VBA) code to Microsoft Office software

Developing databases with Microsoft Access

### **Project management**

Planning resources, money, manpower and time for projects

Visualizing project plans with Microsoft Project software

Controlling projects from the beginning to the end

# Apprenticeship

## General Information

During my three years long apprenticeship at Xerox GmbH (Neuss, Germany) I was trained on the following topics:

- Installation, configuration, maintenance of IT-Systems (Network, PC, ISDN, Periphery)
- Installation of power supplies
- Digital and analog technique
- Web design (HTML and JavaScript)
- Software development
- Microsoft operating systems (Windows9x, Windows NT 4.0/2000)
- Microsoft office software
- Economy
- Project management
- Presentation skills

This apprenticeship includes practical training in the company as well as theoretical training in the vocational school.

My final grades:

Final examination: 93%

Final school grade: 100%

Due to my results I reached the title: IT-System-Engineer (certificated)

This certificate has been issued in accordance with the "Berufsbildungsgesetz" (Vocational Training Law) by the Chamber of Industry and Commerce (corporation under public law) as the competent body. It is proof of the successful completion of an examination in a state-qualified professional training.

## Seminars

During my apprenticeship I took part in the following seminars:

- Networks LAN / WAN
- Operating Systems (DOS, Windows 9x)
- NT Workstation / Server
- Windows NT advanced training
- Linux
- Power Supply (VGB 4)
- Electro-magnetic problems (EMV)
- Data security, data protection, quality management
- Basic internet training (HTML, JavaScript)
- Programming with Visual Basic 5.0
- Microsoft Office
- Programming databases with Microsoft Access
- Project management
- Economic trade

## **Projects**

I planed and realized the following projects:

- Programming weather station software for a weather station connected to the PC via the serial interface, using Microsoft Visual Basic 5.0
- Programming customer- and booking-management software for a travel agency using Microsoft Access 2000 and VBA
- Programming homepages using HTML, JavaScript and HTML-development programs
- Network installation: choosing and ordering all needed materials, installation of power-supply, installation of network cables and hardware, PC-room installation with newest hard- and software, testing and configuration, writing manuals
- Installation and configuration of a Microsoft Proxy 2.0 Server based on Microsoft Windows 200 server  
Including this server into a running network

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## **Private**

### **Hobbies**

Sports

Music (Production with the PC and Keyboard)

Graphic design

Reading IT-based magazines and books