



# Viviane Auer

## Curriculum Vitae

### Personal Information

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Date of Birth	December, 5 1967
Nationality	German
Home-base	Palma de Mallorca
N.I.E.	X-7840497G

### Education

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1985-1986	American College in Cairo, Egypt: <b>College</b>
1980-1985	High School in English, Laurentian Regional in Lachute, Canada, Centennial Academy and Vanier College in Montreal, Canada: <b>High School Diploma</b>
1979-1980	High School in Spanish in Acapulco, Mexico
1976-1979	German School in Las Palmas, Gran Canaria and Pestalozzi Gymnasium in Biberach, Germany
1972-1976	American School in Guadalajara, Mexico and Sao Paulo, Brasil

### Vocational Training

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10/1995 until 09/1998	Sport-, Gymnastic- and Physiotherapy School Waldenburg, Germany: <b>State-certified Sports and Physical Education Teacher</b> . Main focus on Sports Therapy, Psychiatry, Psychosomatics and Internal Medicine
09/1989 until 08/1990	Euro-Language School, Bamberg, Germany: <b>State-certified Foreign Language Correspondent</b> in English and Spanish
09/1986 until 03/1989	Sheraton 5-Star Hotel in Munich, Germany: Apprenticeship and Training in <b>Hotel Administration. Diploma</b>

### Professional Experience

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07/2011 - present	<b>Interpreter &amp; Administration Assistant</b> , Quirón Clínica Palma Planas, Palma de Mallorca. Languages: German, English, Spanish and French.
10/2010 – 07/2011	<b>Freelance Translator</b> , Spain and Germany and France

06/2008 – 05/2010	<b>Customer Service and Sales</b> , Italian Yacht Centre, Palma de Mallorca. Introduction of potential new customers, services to existing clients, sales support, administrative activities, trade show representative
01/2008 - 05/2008	<b>Administration</b> , Sunseeker Sales Group, Palma de Mallorca Coordination of engineering services, purchasing, follow-up and after-sales support
06/2006 – 09/2007	<b>Assistant Sales Representative</b> , Marina Marbella Balear, Porto Cristo & Cala D'or, Mallorca. Customer service, sales, translations, Boat Show Representative in South Hampton, Barcelona, Düsseldorf and Palma de Mallorca
09/2005 – 04/2006	<b>Massage Therapist and Public Relations</b> , Floattherium, Float Therapy Wellness Center, Santa Ponsa, Mallorca Participation in the opening of the Center, design of brochures in three languages, trade fair representation „Viva Salud“
06/2005 – 09/2005	<b>Massage Therapist</b> , Hipotels Mallorca Massages in 4 and 5-Star Hotels
11/2003 – 01/2005	<b>Managing Director</b> , Café Müller 7, Bamberg, Germany Purchasing department, personnel management, supervision of service and cuisine
10/2002 – 04/2004	<b>Instructor</b> , VHS Bamberg, Germany Aerobics and children's gymnastics
10/2000 – 07/2005	<b>Teacher</b> , Seni Vita School of Nursing, Ebermannstadt Gymnastics Department
10/1996 – 07/1998	<b>Instructor</b> , during my education at the Sports School Waldenburg: Water gymnastics, functional gymnastics, Osteoporosis courses, swimming-courses for children
05/1995 – 09/1995	<b>Service and Event-Planning</b> Schloss Seehof, Memmelsdorf, Germany
11/1994 – 04/1995	<b>Service</b> , Restaurant Hofbräu, Bamberg, Germany
11/1992 – 09/1994	<b>Practical Assistance</b> , Clinic Salus, Lanzarote Interpreter for the treating doctors
11/1991 – 10/1992	<b>Freelance Translator</b> : English, Spanish and German
07/1991 – 10/1991	<b>Secretary</b> , Video World, Bamberg, Germany
10/1990 – 04/1991	<b>Reception</b> , International Clinic, Lanzarote
03/1989 – 08/1989	<b>Marketing and Sales</b> , Bird Park Hotel, Sri Lanka

## Languages

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English	excellent oral and written
Spanish	excellent oral and written
German	excellent oral and written
French	fluent

## Special Skills and Abilities

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- Experience with international clients
- Dealing with multiple tasks and priorities
- Enthusiastic, confident and positive attitude
- Strong organizational skills and flexibility
- Computer Competence
- 5-Star Hotel experience as daughter of an international Hotel Manager

## Leisure

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Swimming, Yoga, Traveling