

# **Jason Graumann**

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## **Summary**

## **Education**

### **Freie Universität Berlin**

2023

Berlin

Currently studying for Bachelors degree in Chinese studies.

### **GPB College**

2022

#### **Bachelor Professional: Foreign language correspondence**

Berlin

I was trained in various tasks such as translating, interpreting and correspondence in English, French and Chinese as well as business economics, IT, office management and writing practice. I translated complex texts from English to German and vice versa as well as Chinese texts into German and from German to Chinese.

I gained a substantial knowlege of the Chinese language and culture and I took my final exam in Chinese.

I aquired skills using Word, Excel in addition to creating a number of presentations.

### **Georg Mendheim Oberstufenzentrum**

2016

#### **Vocational baccaulereate diploma: Economics and administration**

Oranienburg

I was trained in macroeconomics and served a one year internship at a housing management company. Due to my outstanding knowledge of the English Language I was given the opportunity to also teach some English classes.

### **Louise Henriette Gymnasium**

2013

#### **Secondary school certificate**

Oranienburg

## **Experience**

EDEKA Berlin

October 2018 to April 2022

### **Salesman**

Berlin, Germany

- Working at the cash register

- Handling customers at big numbers using my communication skills in various languages
- Customer service
- Warehouse work and goods storage

Leegebrucher Wohnungs- und Hausverwaltung GmbH      July 2013 to August 2014

## Intern

Leegebruch, Germany

- The internship was part of my education for obtaining my vocational baccalaureate diploma in economics and administration
- Writing letters, emails, making phone calls to tenants as part of administering various living units
- Creating invoices for tenants
- Organizing landlord meetings
- Took part in apartment acceptance and apartment handover

## Skills

- determined and decisive; uses initiative to develop effective solutions to problems
- excellent interpersonal skills – good communicator, leadership, high integrity, works well with other, motivates and encourages
- self-aware – always seeking to learn and grow
- reliable and dependable in meeting objectives – hard working
- good listener – caring and compassionate
- tolerant and understanding – especially good with young children/ elderly people/ needy people/ disadvantaged people etc.
- seeks and finds good outcomes to challenges
- emotionally mature and confident – a calming influence

## Languages

German: First Language

**English:** Proficient (C2)

**Chinese (Mandarin):** Upper Intermediate (HSK III, B2)

**French:** Intermediate (B1)

**Turkish** Beginner (A1)

## Hobbies

- regular training at the gym

- playing guitar, bass and singing as well as creating electronic music
- learning languages