

Jana Wunsch

Master Professional in Business Management

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Education

IHK Bayreuth, Master Professional
in Business Management, 11/2024

IHK Hannover, Certified Business
Administrator, 07/2018

Gymnasium Bayreuth, Abitur
06/2012

Skills

Professional Competencies

Business Cases
KPIs
Project Management
AI Competence
Reporting
Process Optimization

Tools & Applications

Excel (Pivot, VLOOKUP)
Power BI
Microsoft 365 Copilot
Jira
ChatGPT, DeepSeek, Grok
Canva

Personal Strengths

Analytical thinking
Problem-solving skills
Resilience
Initiative

Languages

German, English, Russian

About Me

After a recent relocation, I am currently in the process of realigning my career path. I am expanding my qualifications specifically in the areas of digitalization and AI. I am currently completing the "AI Manager" certification (IHK, graduation 12/2025) and, in parallel, an intensive training course in Microsoft Power BI (until 01/2026). In addition, I recently completed my Microsoft 365 Copilot course

Work Experience

06/2025 – Now
Training as AI Manager (IHK)

10/2022 – 06/2025
Deputy Head of Commercial Management • JCL • Lichtenfels

- Established and optimized the Controlling department to increase efficiency in administrative processes
- Supervised a project to implement a sustainable electric vehicle fleet
- Prepared regular management reports to support decision-making
- Improved cash flow management through monitoring and realization of planned revenues

07/2020 – 10/2022
Commercial Clerk • JCL • Redwitz

- Conducted cost comparisons within network management
- Developed business cases for pricing and offer preparation in new customer acquisition

01/2019 – 07/2020
Commercial Clerk • JCL / Temporary Assignment • Redwitz

- Prepared stock reconciliations using ERP systems and Excel, and corrected discrepancies