

MAIK KUBSKE

UI/UX Designer

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EDUCATION

Vocational college of
Bertelsmann AG

Qualified industrial clerk
2 Years

Gütersloh, North
Rhine-Westphalia, Germany

SKILLS

- Communication
- Problem-solving
- Time Management
- Analytical Thinking
- MS Office (Word, Excel)
- Creativity
- Python Programming

LANGUAGES

- German
- English

CAREER OBJECTIVE/SUMMARY

Creativity has always been a part of life I enjoy. My experience as a corporate student qualifies for analytical thinking and project management. I am seeking to leverage my skills in understanding the user and creating an intuitive design to enhance customer satisfaction and business success.

WORK EXPERIENCE

Arvato Systems Digital GmbH, Gütersloh | Project Office Assistant

MAY 2023 - PRESENT

- I am responsible for creating appealing PowerPoint-Slides, managing the project traffic, as well as preparing data from various sources for the project management
- Due to my work the projects stay on track and Arvato Systems recently was able to earn 400 Million Euro

Bertelsmann SE & Co. KGaA, Gütersloh | Corporate Student

AUGUST 2021 - MAY 2023

- Due to my time as corporate student I have been able to work for many different divisions within the company, seeing process management, key account management, marketing, sales, data engineering and logistics
- At Arvato Payment Solutions GmbH I automated a weekly report saving around 2 hours of work every week and excluding human error

PROJECTS & OTHER ACTIVITIES

Arvato Systems Digital GmbH | Project Office Assistant

MAY 2023 - JUNE 2024

- A recent project has been with health insurance company AOK. The goal was building a new data center and transferring client data into the cloud

Deutsche Post Adress GmbH (Part of Bertelsmann SE & Co. KGaA | Corporate Student

FEBRUARY 2023 - APRIL 2023

- Deutsche Post Adress GmbH is a joint venture of Bertelsmann SE & Co. KGaA and DHL Group distributing companies marketing campaigns to their target audience.
- At Deutsche Post Adress GmbH I organized all materials, locations, and other organizational needs for a stand at BDIU Inkasso Congress 2023

[Check your resume](#) to make sure you're not missing the most critical components!