

## CURRICULUM VITAE



Hi! My name is

**Martina Stegmaier**, I was born on the  
**1st September 1987.**

I live at

**Fritz-Reuter-Str. 13**  
**10827 Berlin**

You can contact me under

**0049 157 53990155** or  
**[martina.stegmaier@gmail.com](mailto:martina.stegmaier@gmail.com)**

## WORK EXPERIANCE

**05.2018 – 07.2020**    **Office Manager, Akustikbild-Manufaktur GmbH, Berlin**

- Customer Communication
- Order Management
- Complaint Management
- Acquisition
- Requests for payment

**08.2017 – 04.2018**    **Independent planning and building of different pieces of furniture**

- Some of the results can be viewed at  
<https://martinasophia.carbonmade.com/>

**07.2017**

**Creating the light installation "Captive Fireflies"**

Exhibited at the Garbicz Festival in Poland Planung und Konstruktion

**06.2017**

**Independent planning and execution of the art project "Hedosaurus"**

Exhibited at the "World Congress of the Hedonistic Internationals"

**02.2017 – 05.2017**

**Project implementation at the AfrikaBurn Art Festival, South Africa**

Planning and implementation of the art project "Hauptbahnhof"

- 11.2016 – 01.2017**    **Process Manager**, Deliveroo GmbH, Berlin
- Contact person for delivery drivers, restaurants and customers
  - Coordination of ordering processes
- 11.2015 – 08.2016**    **Sales Manager for East Germany**, EcoToiletten GmbH, Berlin
- Customer acquisition
  - Calculation and preparation of offers
  - Planning of the order execution
- 08.2015 – 10.2015**    **Saleswomen in outdoor department** , Decathlon, Berlin
- 03.2015 – 07.2015**    **Saleswomen in the bike department**, Decathlon, Plochingen
- 05.2015 – 07.2015**    **Clerk in the Human Resource Department**, Decathlon, Plochingen
- 08.2012**                **Substitute for the assistant of the management**, Luxor Solar GmbH, Stuttgart
- 09.2011 – 02.2012**    **Internship semester at Luxor Solar GmbH**, Luxor Solar GmbH, Stuttgart
- Analysis of new markets
  - Implementation of competition analysis
- 09.2010 und 08.2009**        **Vacation work at the insolvency court Stuttgart**, Law office Axel Seubert, Anwaltskanzlei Axel Seubert, Stuttgart
- 08.2004 – 07.2007**    **Apprenticeship as an optician**, Optik Kaltmaier GmbH, Esslingen

## EDUCATION

- 09.2013 – 06.2014**    **Vrije Universiteit Amsterdam**, Amsterdam  
Master degree course: Environment and resource management  
**Degree: Master of Science**
- 10.2009 – 06.2013**    **Hochschule für Wirtschaft und Umwelt**, Geislingen  
(University of economy and environment of Nürtingen-Geislingen)  
Bachelor degree course: Energy- und resource management  
**Degree: Bachelor of Arts**
- 09.2007 – 06.2009**    **Technische Oberschule Stuttgart**, Stuttgart  
(Technical grammar school Stuttgart)  
**Degree: Matriculation standard**
- 08.2004 – 07.2007**    **Apprenticeship as a optician**, Optik Kaltmaier GmbH, Esslingen  
**Degree: Optician**

## QUALIFICATIONS

- Languages: German (native)  
English (very good user)
- Grafic Programs: Affinity Designer  
Affinity Photo
- Experience in project planning and implementation