

# Curriculum Vitae

**Scott Munro**

Kienitzerstr. 114  
12049  
Berlin

**Email:** simunro@hotmail.co.uk

**Telephone:** 004915902140293

**Date of Birth:** 17 June, 1985

## Education (Bildung)

**Humboldt-University of Berlin: 2011 – 2013 and 2015 – 2017.**

Masters in Integrated Natural Resource Management.

**Edinburgh University: September 2005 – December 2008.**

Graduated with a BSc in Ecological Sciences (Conservation and Ecological Management) from Edinburgh University. A wide range of subjects studied including Human Geography, Biology, Conservation and Maths.

**Dumfries High School: September 1997- June 2003.**

### **Scottish Highers**

Maths and Biology **A**

Accounting and Finance **B**

English and History **C**

**Advanced Higher:** Biology **C**

## Work Experience (Arbeitserfahrung)

**Scientific Content Management Agent** (Bereich Data Management): ResearchGate, Berlin, August 2013 – July 2015

**Customer Care Assistant** (Mitarbeiter im Customer Care/Support): Olympia, Berlin, March 2011 – July 2011

Duties involved dealing with queries and complaints from customers of an airline by email. This required a speedy and accurate performance to consistently meet the demanding targets set by management.

**Bookshop Manager** (Buchhandlung Manager): The Mill on the Fleet Bookshop, Gatehouse of Fleet, May 2009 – March 2010

Duties of managing the shop included opening and closing the shop, ordering stock and monitoring sales output. A high level of responsibility required as I was in sole charge of the shop. A good level of organisational skills and initiative was necessary to keep things running smoothly. Gained valuable skills in the running of a small business and in customer services.

**Postal Delivery Person** (Lieferant): Royal Mail, Edinburgh, April 2008 – November 2008

Worked for a prestigious company, sorting and delivering mail. Planning the best and fastest route to ensure customers got their mail as early as possible. Was entrusted to deliver important and valuable items to customers.

### Interests and Skills (Interessen und Fähigkeiten)

**IT Proficient:** Confident user of various software packages, including Word, Excel, PowerPoint and the internet. Moderate understanding of HTML and CSS.

**Language:** I am a native English. I can also speak basic German and I am currently undertaking a course to improve this.