

Clemens Riedl

Personal Information

Gender: Male

Age: 28

Nationality: German

Location: Graz, Austria

Education:

Bachelor's in Business Administration

University of Graz

Certifications:

- Certified Project Management Associate (CPMA)
- Agile Certified Practitioner (ACP)
- Microsoft Office Specialist (MOS)

Experience:

Project Coordinator

Drin Consulting

- Supported project managers in organizing meetings, documenting project progress, and managing project schedules.
- Assisted in data analysis and report preparation for project stakeholders.

January 2023 – Present (1 year)

Graz, Austria

Administrative Assistant

Unicorn

- Handled administrative tasks, including scheduling appointments, managing emails, and organizing files.
- Developed strong organizational and time management skills in a fast-paced environment.

June 2020 – June 2022 (2 years)

Graz, Austria

Skills:

- Certified in project management and agile methodologies
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong organizational and time management abilities
- Excellent communication and interpersonal skills
- Ability to work effectively in a team environment