

**Frank Mike Dietz**  
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## **EDUCATION**

Borough of Manhattan Community College, New York, NY  
2000 Spring – 2002 Spring  
A.A. in Liberal Arts,  
GPA: 3.95/4.0

Comptia A+ Certification Computer Hardware, 2001  
Certification

Allen School New York, NY, 1999  
Certified Nurses Aide

Partners and Care, New York, NY, 1998  
Certified Home Health Aide

Koelner Musikhochschule, Jazz- und Populärmusik  
April 1986 – May 1990  
Degree Diploma Jazz Guitar

The New School, New York, NY, USA  
Music, Jazz Department, Guitar  
January 1990 – May 1990

Carl-Schurz-Schule (Gymnasium), Frankfurt am Main  
Hochschulreife, July 1976 – June 1985

## **EXPERIENCE**

2002-

Team Electronic Vertriebs GmbH, Liederbach

- Licencing of electronical products (registration process for approval of electronical devices, i.e. handheld transceivers with the European government agencies for radio communication and technical documentation)
- Quality assurance
- Product development of radio communication devices and programming software
- Technical support for radio communication devices and programming software
- Preparation of manuals for radio communication devices in German and English
- Graphic design of artwork for packing, manuals, catalogs, etc.
- Product photos, shooting and editing
- Advertisement
- Setup and maintenance of online presences, web sites and online shops
- Sales

2000-2002

Technical assistant in IT department of Borough of Manhattan Community College, New York, NY

- Assistant for professors of various departments support for computer-based instruction in classes
- Support for students in computer-based classes with various software applications, e.g. Blackboard and Microsoft Office

1999

Nurses Aide, Mary Manning Walsh Nursing Home, New York, NY, USA

1998-1999

Home Health Aide, Partners and Care, New York, NY, USA

1990- 1998

Freelance musician in Germany and the USA (New York)

various teaching positions at different music schools in Germany (Frankfurt, Cologne, Berlin)

## **SKILLS**

- Basic knowledge in HTML, SQL, DOS
- Intermediate knowledge in MS-Office (Access, Excel, Word, Outlook, Frontpage, Powerpoint), Adobe (Illustrator, Photoshop, InDesign), Quark (QuarkXPress)
- English as a second language
- 45 WPM

## **INTERNSHIPS**

Isabella Geriatric Center, New York, NY, USA

nursing home, support and care of patients in all areas of daily living