




## George Bluemlein

**Date of birth:** 30/10/1975


**Nationality:** German, Greek

**Gender:** Male

## CONTACT

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## WORK EXPERIENCE

**08/2013 – CURRENT**

### ● **Operations and Customer Support Executive** MICREL MEDICAL DEVICES S.A.

Liaise with international corporate customers (B2B), respond to requests and orders received by email or phone, take ownership of customer enquiries and see them through to completion in an efficient and professional manner  
Order Processing in the ERP-System  
Issuing of invoices and packing lists to customers  
Sales and Marketing internal reporting and analysis for senior management  
Coordinate with other departments/firms to plan and organize customer shipments  
Other ad hoc administrative tasks as required

**12/2009 – 11/2012** Madrid, Spain

### ● **Warehouse and Operations Manager** Cunado S.A.

Coordinating and supervising all activities of the greek branch  
Planning, administration and general management issues  
Ensuring smooth operation of warehouse activities  
Monitoring material entries/exits physically and through ERP-software  
Maintaining and developing customer relations

**07/2009 – 11/2009** Athens, Greece

### ● **Project Coordinator** Texto Ltd

Coordination of translation-projects  
Everyday communication with clients and translators  
Final edit and on-time delivery to client

**12/2008 – 07/2009** Athens, Greece

### ● **Logistics assistant in stock department** Prada Greece

Receiving, preparing, ordering and sending merchandise to other stores physically and through the SAP-software  
Maintaining the quality of goods inside the stock  
Sending merchandise to repairs  
Preparation of goods to be returned

**07/2007 – 04/2008** Athens, Greece

### ● **Employee in the rail-department (freight forwarding)** Proodos S.A.

Everyday-communication with greek and European clients  
Organization of freight forwarding from the sender to the final destination  
Invoice issuing for greek and foreign companies  
Administrative duties

**05/2004 – 11/2004** Langenhagen, Germany

### ● **Internship-Human Resources Department** Küchentechnik Plus

Participation in interviews  
Formulation of job advertisements in specialized magazines and the Intranet  
Correspondence with sales partners in England and Greece, as well as translation of documents

## EDUCATION AND TRAINING

**04/2006 – 10/2006** Bremen, Germany

**Business Management (Vocational Qualification)** Computer Bildung Medien (CBM)

Business Management, Project Management, Quality Management

**Field of study** Business and administration

**10/2002 – 10/2003** Bremen, Germany

**European Labour Studies - Master of Arts (M.A.)** University of Bremen

**Thesis** The significance of corporate culture for mergers

**09/1995 – 06/2001** Athens

**Sociology - Bachelor of Arts (B.A.)** The American College of Greece ("Deree")

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Greek; German

**Other language(s):**

**English**

**Listening** C2

**Spoken production** C2

**Reading** C2

**Spoken interaction** C2

**Writing** C2

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*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ORGANISATIONAL SKILLS

### **Organisational skills**

- Strong organizational skills with task prioritization ability
- Attention to Detail
- Experience in project and team management

## COMMUNICATION AND INTERPERSONAL SKILLS

### **Communication and interpersonal skills**

- Exceptional interpersonal and communication skills.
- Good ability to adapt to multicultural environments, gained through my work experience abroad
- Good listener

## DIGITAL SKILLS

Microsoft Office | ERP (Navision) | Singular Logic ERP