

Holder of the document

- | | | |
|--|---------------------------|--|
| 1 Surname(s)
Muster | 2 Given name(s)
Maja | 3 Address (street, number, postcode,
town/city, state/country)
Musterstraße 1
11111 Musterstadt
Musterland |
| 5 Date of birth dd.mm.yyyy
01.01.1999 | 6 Nationality(/ies)
DE | |

Issuing Organisation

- | | | |
|---|---|--|
| 8 Name of the issuing organisation
IHK Projektgesellschaft mbH
Ostbrandenburg | 9 Europass Mobility Number
DE-03-2012-123-36-6 | 10 Issuing date dd.mm.yyyy
01.02.2017 |
|---|---|--|

Sending Partner

- | | |
|---|--|
| 11 Name, Type and Address
IHK-Projektgeschllschaft mbH Ostbrandenburg
Puschkinstraße 12
15236 Frankfurt/Oder | 12 Stamp and/or signature
<div style="border: 1px solid black; height: 50px; width: 100%;"></div> |
| 13 Surname(s) and first name(s) of reference person/mentor
Musterfrau, Eva | 15 Telephone
01234/56789 |
| 14 Title / Position
Projektleiterin | 16 E-mail
polk@bibb.de |

Host Partner

17 Name, type (faculty, specialisation as appropriate) and address

Dansens Hus
Wallingatan 21
11124 Stockholm (SE) (DE)

18 Stamp and/or signature

19 Surname(s) and given name(s) of reference person / mentor (ECTS subject co-ordinator, as appropriate)

Jan Jansen

21 Telephone

+46 12345678

20 Title / Position

Technischer Direktor

22 E-mail

jan.jansen@muster.se

Description of the Europass Mobility experience

23 Purpose of the Mobility initiative

In-company internship for the purpose of gathering practical occupational experiences abroad

Target degree

Certificate of participation in an internship in "Management assistant in wholesale and foreign trade"

24 Initiative during which the Europass Mobility is completed, if applicable

Lifelong Learning Programme - LEONARDO DA VINCI

26 Community or mobility programm involved, if any

E) Programm für lebenslanges Lernen - Leonardo da Vinci

Real time of stay abroad

27 From dd.mm.yyyy

01.11.2012

28 To dd.mm.yyyy

30.11.2012

Skills and competences acquired

29a Activities or tasks performed

Carry out work tasks in the field of Office and Marketing

- arrange one's work place
- familiarize with available PC application and PC safety measures
- get to know the firm specific working process and lines of communication
- digitize, copy and file documents
- plan team meetings, prepare therefor necessary documents and inform participants
- prepare agenda or minutes for team meetings
- receive and answer telephone enquiry and written requests of customers and if necessary to pass on to appropriate colleagues
- prepare templates for advertising and mailing lists

30a Professional skills and competencies acquired

She is able to

- consider occupational health and safety regulations when arranging the work place
- utilize office material efficiently and ecologically
- use technical equipment in the office as fax machine and photocopier,
- plan, prepare and realize team meetings
- plan appointments and manage conflicting dates
- deal with customers in a confident way and handle their enquiries
- plan, organize and structure work processes with respect to priority

31a Language skills acquired (if not already covered under "professional skills and competencies")

She is able to

- communicate in English in a simple and coherent way about specific topics and realize work tasks with colleagues
- use specific terms in English
- communicate customer-oriented in English

32a ICT skills acquired (if not already covered under "professional skills and competencies")

She is able to

- utilize task-specific applications, such as mailing supports and MS-Office programs (Outlook, Excel, Word)

33a Organisational skills and competencies acquired (if not already covered under "professional skills and competencies")

She is able to

- organize team meetings independently with regard to logistically and communicative requirements

34a Social skills and competencies acquired (if not already covered under "professional skills and competencies")

She is able to

- integrate into an existing team of different culture and contribute actively

36a Date dd.mm.yyyy

37a Signature of the reference person/mentor 38a Signature of the holder