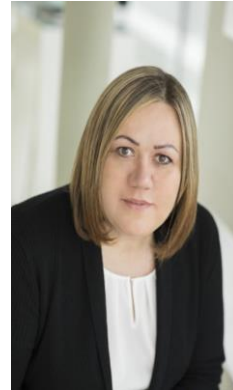


Curriculum Vitae

Personal Data

Surname, Firstname: Fortmüller Astrid
Street: Trautmannsdorf 183
Postcode/ Residence: 8343 Bad Gleichenberg
Phone: +4331592211
E-Mail: astrid.fortmueller@phst.at
Day/ Place of birth: 06.06.1971/Feldbach
Marital: unmarried
Nationality: Austrian



Study and education

October 2016 - today **The Bucharest University of Economic Studies, Bucharest**
Doctorate in Economics/ Business Administration

October 2013 - June 2015 **University of Graz, Austria**
Master Studies
Graduation Master of Art with very good results (Grade 1.2)

October 2004 - June 2008 **University College for Teacher Education Styria, Graz**
Bachelor of Education
Graduation Bachelor of Education with very good results (Grade 1.3)

October 1985 - June 1991 **Höhere Lehranstalt für Fremdenverkehrsberufe**
Bad Gleichenberg, Austria
Graduation from High School with good results

Working experience and internships

January 2004 - today **Vocational School for Tourism Bad Gleichenberg, Austria**
Teacher/Lecturer in German, English, business administration and economics

- Preparation and implementation of tutoring lessons in individual and group lessons
- Creation of performance profiles of individual students
- Execution of regular parental interviews

October 2008 -
today

University College for Teacher Education Styria, Graz, Austria
Lecturer in business administration

- Preparation and implementation of courses with regular updating of course contents
- Acceptance of tests at the University
- Preparation and conducting of case studies

January 2000 -
December 2003

Rapp & Graf, Vienna, Austria
Business Administration, Assistant to CEO

- Project assistance with direct insight into the management level of a large corporation
- Supporting the implementation teams technically and organizationally
- Preparation, participation and follow-up for project management

June 1997 -
December 1999

Sofitel Vienna Airport, Austria
Front Office Manager

- Manager and coordinator of all front desk activities, including calls, reservations and guests services.
- Tabular and graphical representation of various key figures including inventory and controlling
- Manager and coordinator of 30 employees at the Front Office

July 1996 -
May 1997

Sporthotel Pontresina, Switzerland
Front Office Management

- Editing inquiries and creating quotation compilations
- Completion of a complex reservation database
- Controlling of the supplier contract management

July 1992 -
June 1996

Hotel Inselwirt, Chiemsee, Germany
Consultant and training staff

- Execution safety and material briefings for guests
- Experience as a team leader
- Controlling of the supplier contract management
- Coordination of 20 employees

June 1989 -
August 1989

Mövenpick Hotel Zürich Airport, Switzerland
student

- Development of a balanced scorecard
- Implementation and establishment of a continuous improvement process
- Supervisor in the restaurant
- Introduction of new staff members

Long-term stays abroad

July 1989

France,
Actilangue, Nice 2 Rue Alexis Mossa, F 06000 Nice

August 2010

USA,
New Jersey University,
2039 John F. Kennedy Blvd, Jersey City, NJ 07305, USA

August 2011

China,
Jiangsu University of Science and Technology
Jingkou Qu, Zhenjiang Shi, Jiangsu Sheng, China, 212007

June 2014 and
June 2017

Russia,
St. Petersburg Technical College
Sankt-Peterburg, Russia, RU 195067

Special training / knowledge and social commitment

Computer skills:

MS Office	(very good)
Lotus Notes	(Basic knowledge)
SAP	(Basic knowledge)

Languages:

German	(Native speaker)
English	(good)
French	(good)

Seminars:

- MS Excel course "Advanced Intensive" completed (2012)
- European Computer Driving License certificate (1996)
- Apprenticeship exam at the Styrian Chamber of Economics (1998)

Hobbies:

- Sport (Golf playing Hcp: 35)
- Cultural and city trips