

# CURRICULUM VITAE

Ramona Blum

[www.ramonablum.de](http://www.ramonablum.de)

## CAREER

2021 – today	DIALUNOX GmbH	Documentation Manager
2021 – 2021	economiesuisse Umbrella organisation for the Swiss business sector	Information Specialist
2017 – 2020	AIRBUS Defence and Space GmbH	Project Data Management / Documentation Management
2014 – 2016	PR agency STEAUF	Project Assistance / Media Design

## EDUCATION







2016 – 2020	University of Applied Sciences Grisons, Switzerland	Information Science Bachelor of Science
2011 – 2016	University of Constance	British and American Studies / Economics Bachelor of Arts
2011	Gottlieb-Daimler-Gymnasium Sindelfingen	Abitur (High school diploma) Profile: Design and Media Technology

## FURTHER EDUCATION




2024	Johner Institute	Technical Documentation - IVDR (Certificate)
2023	TÜV Rheinland Academy	Design and Development of Medical Devices
2022	TÜV Rheinland Academy	Technical Documentation for Medical Devices
2021	Udacity	Business Analytics (Nanodegree)
2019	AIRBUS Defence and Space	Company Compliance & Fraud Prevention
2018	AIRBUS Defence and Space	Export Control ITAR / European Dual Use
2014	PR agency STEAUF	Appreciative Communication
2013	University of Constance	Team Spirit and Team Management

## KNOWLEDGE

### Documentation / Data Management

- MasterControl 
- PTC Windchill 
- Adobe Sign Administration 
- Polarion ALM 
- CMI Axioma 
- OAIS (Open Archival Information System) 

### Process / Project Management

- Microsoft Visio Professional 
- BPMN, EPK, UML 
- MindManager 





### Microsoft Office

- Word, Excel, PowerPoint 
- SharePoint Website Administration 

### Data Analysis

- Excel Power Pivot 
- Python, Tableau 
- SQL, XML 

### Web / Programming / Layout

- WordPress 
- HTML, CSS, JavaScript 
- JSON SharePoint Customization 
- Adobe Photoshop/InDesign/Illustrator 

## LANGUAGES

- German  Mother tongue
- English  Fluent, C1
- Spanish  Advanced, B1