



# CURRICULUM VITAE

## Personal Data:

Name: Michelle Elisabeth Ruth Klösch, MA, Bakk.<sup>a</sup> phil.  
Address: Grillparzerstraße 3/1  
City: 5020 Salzburg  
E-Mail: [michelle.kloesch@gmail.com](mailto:michelle.kloesch@gmail.com)  
Telephone: +436602882332  
Birthdate/-city: 01.12.1982/Vienna, Austria  
Civil status: unwed  
Nationality: Austrian (Belgium)  
Homepage: <https://sangomamovingpictures.jimdo.com/>

## Work Experience:

07/2019 – ongoing **Production Coordinator** (Fulltime)  
[Red Bull Media House GmbH](#), 5061 Elsbethen, Salzburg, Austria

- Production Manager Support of slate and all productions
- POC for Production Partners during entire production
- Production Accounting support
- Inter-Department Communication
- Travel Coordination
- Drafting contracts
- Creating and archiving Call sheets and Risk Assessments
- Resource planning and booking
- Paperwork and Legal Binder Management

08/2016 – 06/2019 **Assistant Producer** (Fulltime)  
[KISKA GmbH](#), 5081 Anif-Salzburg, Austria

- Planning & Organizing of film-productions from pre- to postproduction
- Administrative work
- Budgeting & accounting productions
- Department-Management

- 03/2016 – 03/2017 **Producer TV & Corporate** (Fulltime)  
[MACONDO MEDIEN FILMPRODUKTION GmbH](#), 55127 Mainz, Germany
- Planning & Organizing of film-productions from pre- to postproduction
  - Budgeting & accounting productions
  - Office-Management
- 05/2013 – 03/2016 **Shift Supervisor & Barista** (Part-time)  
 STARBUCKS Coffee Austria GmbH, all 3 Outlets in Salzburg
- Open & establish EUROPARK & Hagenauerplatz
  - Back office Management
  - Floormangement & shift scheduling
- 04/2013 – 12/2014 **Tutor, English** (marginally employed)  
 Lernstudio Null Problemo Dr. Bernhard Huch, 5020 Salzburg
- 03/2013 – 12/2014 **Language Trainer, Business English** (marginally employed)  
 Institut CEF Dr. Christian Fuchs Gesellschaft m.b.H., 4021 Linz  
 Small group classes at Companies C1 + C2
- 12/2012 – 05/2013 **Sales Promoter** (Part-time)  
 Sales Crew, 1140 Vienna  
 & easystaff Personaldienstleistungen GmbH, 1190 Vienna
- 10/2009 – 09/2012 **Secretary to the Chair Business Organization** (Part-time)  
 UNIVERSITÄT VIENNA, 1010 Vienna Chair of ORGA
- Office Management
  - Scheduling Teachings & Congresses
  - Student contact point
- 08/2008 – 10/2008 **Volunteer** (Fulltime)  
 Über, inc, Design Agentur, New York, NY 10001  
 Bookkeeping, Office Mgmt, Photoshop image scaling, client contact point,  
 Run errands, Fullfillment, etc.
- 03/2006 – 10/2009 **Barista & Store/District Coffee Master** (Part-time)  
 STARBUCKS Coffee Austria GmbH, Outlet Kärntner Straße
- Planning & Organizing of Coffee been Sales & Promotion in the Outlet/District Vienna
  - Coffee & CSR Information events for Partners & customers
  - Sales increase of Seasonal-Products in the Outlet/District Vienna
- 11/2005 – 03/2006 **Sales Promoter** (Part-time)  
 Check-Point, Sales Communication, dieber weinkopf GmbH, 1030 Vienna

- 11/2004 – 08/2005 **Account Assistant** (Part-time)  
 BRAINSPIRATION ADVERTISING, markus kopeinig gmbH, 1120 Vienna
- Client contact point
  - Office- Management
  - Accounting & bookkeeping
- 08/2002 – 10/2004 **Customer Service** (Part-time)  
 UCI-Kinowelt Millennium City, 1200 Vienna
- 07/2000 – 08/2000 **Customer Service** (summer job)  
 UCI-Kinowelt Lassallestraße, 1200 Vienna

### Studies:

- 09/2012 – 01/2015 **„Master of Arts & Design“**  
 University of Applied Sciences Salzburg, MMA (Major: FILM)
- 09/2005 – 06/2011 **„Bakkalaurea philosophy“**, publishing & communications  
 University of Vienna, 1010 Vienna

### School Education:

- 09/1997 – 06/2002 **Dipl. Nursery-, After-school- and Leisure Pedagogue**  
 Maria Regina, **BAKIP**, 1190 Vienna  
 Graduation: maturity and diploma examination
- 09/1993 – 06/1997 Maria Regina, **AHS**, 1190 Vienna
- 09/1989 – 06/1993 Salvatorschule, **VHS**, 1220 Vienna

### LANGUAGE SKILLS:

**Mother tongue**  
 German & English (bilingual)

### Other Skills:

- Computer Skills **Final Cut Pro**  
 Excellent user-level knowledge, used for my master-thesis and then for private projects
- Typo3, i3V, SAP**  
 Excellent user-level knowledge, used as secretary
- MS Office (Word, Excel, PowerPoint, Outlook, Teams, OneNote)**  
 Excellent user-level knowledge, used in Office-Management

Driving License	A + B
Personal Interests	Hand lettering/Watercolour lettering, Non-Violent-Communication, Screenplay-/ Writing, Travel, Photography, Dance, Qi Gong, Reading, Hiking, Cooking/Baking, Dog Training (obedience training, man trailing, agility).

Salzburg, November 2<sup>nd</sup>, 2020

Michelle E. R. Klösch, MA, Bakk.<sup>a</sup> phil.