

# Curriculum Vitae

## Personal information

Surname / First name **Puehringer, Cynthia Sincock**  
Address 4052, Ansfelden, Auweg 46, Austria  
Telephone +43 664 4428874  
Nationality American  
Date of birth 25.02.1971  
Material status Married, 1 child (born 2004)  
Gender Female



## Work experience

- 5/2014- present Lehlingsakademie Rosenberger Consulting GmbH , Austria
- Main activities & responsibilities
- English Native Speaker
    - language training for international management level
    - seminars for Apprentices
    - basis course for Apprentice Trainers
    - English curriculum / seminar development
- 4/1999-10/2013 Berlitz GmbH, Linz Austria
- Main activities & responsibilities
- Trainer
    - o language training for international management level
    - o trainer for children and teens
  - Manager of Instruction
    - o Human Resource responsibilities
    - o training and development for all language trainers: Berlitz Methode©
    - o sales assistance for demo lessons and course development
    - o organisation and administration of projects (ex. Kids Camp)
- 9/1999-5/2001 English Playschool, Linz, Austria
- Main activities & responsibilities
- English Native Speaker Assistant
    - bi-lingual team teaching
    - responsible for small groups of kindergarten children
    - responsible for afternoon activity group for primary school children
    - responsible for creating lesson plans and leading activities

1996-1999 Main activities & responsibilities	Woods Services, Langhorne, USA Special Education Teacher <ul style="list-style-type: none"> <li>- responsible for writing and managing Individual Education Plans for severely handicapped as well as socially and emotionally challenged children</li> <li>- staff management for in class assistants (3-5 adults per day)</li> <li>- assisted in writing and training care assistant program</li> </ul>
1997-1999 Main activities & responsibilities	Bucks County Coffee, Langhorne, USA Barista/ Sales Assistant <ul style="list-style-type: none"> <li>- responsible for customer care and products sold</li> <li>- daily cleaning care of the kiosk</li> </ul>
Spring 1996 Main activities & responsibilities	Centralia-Chehalis Substitute Service Substitute Teacher
11/1993-11/1995 Main activities & responsibilities	US Peace Corps, Lesotho, Africa Volunteer Primary Resources Teacher <ul style="list-style-type: none"> <li>- responsible for 18 local teachers</li> <li>- weekly support visits to mountain schools</li> <li>- developed workshops to demonstrate new methods of teaching</li> <li>- AIDs Education (local villagers)</li> </ul>
1989-1993 Main activities & responsibilities	Girl Scout Summer Camp, Olympia, USA Director Waterfront Area (2 summers) Assiatant Waterfront Area (2 summers)
1991-1992 Main activities & responsibilities	Family Nanny Spokane, USA <ul style="list-style-type: none"> <li>- responsible for 3 year old Autistic boy</li> </ul>

## Education and training

- Oct 2014- Feb 2015
- Outdoor Trainer: training course
  - Educational Trainer: training course
  - Sales and Communication: training course
  - German as a Foreign Language B2/2: course
- May 2000 North American Montessori Teaching Diploma, Vancouver  
Endorsement: Pre-School (ages 2.5-6 years)
- June 1996 Commonwealth of Pennsylvania Professional Certificate  
Endorsements:
  - Elementary Education (K-8)
  - Special Education (K-12)
- June 1993 Initial Washington State Teaching Certification  
Endorsements:
  - Elementary Education (K-8)
  - Special Education (K-12)
  - Psychology (4-12)

Bachelor of Special Education Gonzaga University, Spokane, USA
- May 1989 High School Diploma W-F- West High School, Chehalis, USA

## Personal skills and competences

### Languages

- English (Mother tongue)
- German, fluent in spoken communication and writing

### Organizational skills

### Management experience