



Curriculum Vitae

Kati Kempe

Day of birth: July 1, 1979

Nationality: German

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EDUCATION

Academic Studies

June 2006 - present

University of Applied Sciences "Akad – Pinneberg"
(Distance Studying)

Master of Science (Business Administration and Computer Sciences) → [read more](#)

1996 – 1999

Euro Schools Chemnitz:

Education and training as a commercial assistant with a focus on foreign languages and final examination as European-Correspondent → [read more](#)

1986 – 1996

Mittelschule Frohburg
(high school)

WORK EXPERIENCE

June 2009 –

European Central Bank

present

Website Administration

Planning, graphical design, development, maintaining and administration of websites and application of the ECB Internet and Intranet → [read more](#)

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WORK EXPERIENCE (CONTINUATION)

- September 2007 –** **Work stay in the USA** → [read more](#)
- April 2009**
JGArchitects PLLC, New York, NY
Marketing Coordinator
www.JGARC.com
The Architect Builder, New York, NY & Connecticut
Web Designer & Marketing Coordinator
www.TheArchitectBuilder.com
Robert Cohen Architect LLC – Westport CT
Strategic Coordinator
www.RobertCohenArchitect.com
- December 2001 –**
September 2007 MPK Rechtsanwälte → [read more](#)
Administrative Assistant to a medium-sized law-firm with focus on international business law
www.mpk-law.com
- March 2001–** European Central Bank → [read more](#)
- November 2001** Administrative Assistant in the IT Infrastructure and System Support Division
www.ecb.int
- August 1999 –** Lurgi Oel Gas Chemie → [read more](#)
- March 2001** Project Assistant for an engineering company (oil refinery in Qatar)
www.lurgi.de
- June 1999** At the backoffice of Telepassport (now mobilcom)
www.mobilcom.de
- Summer 1998** Practical training at the national newspaper
"Leipziger Volkszeitung"
www.lvz.de

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Skills and Knowledge:

- excellent knowledge of the Adobe Master Collection CS3 & 4,
 - especially Flash, Photoshop, Dreamweaver, InDesign and Illustrator
- familiar with Actionscript 2 & 3, HTML, PHP, JavaScript, MySQL, SEO
- MS-Office, Windows 98 – Vista, 7, Mac OS X, Outlook, LotusNotes etc.
- German (native)
- English oral and written
- 3 years of French (commercial correspondence)
- 1 year of Spanish (basic)

Certificates:

- London Chamber of Commerce:
 - "English for Business – Level I" – Pass with Credit
 - "English for Business – Level II" – Pass with Distinction
- Various stays abroad including English language courses in England, Malta and the U.S.A.
- International driver's license

Additional Activities:

- Business Consultant to View Pointe Partners LLC, New York, NY
(www.viewpointepartners.com)

References

Available upon Request

Hobbies and special Interests

Reading, biking, music (guitar and piano), travelling