

FATMA BREITFELD

ASPIRING PEOPLE & CULTURE MANAGER

CONTACT

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EDUCATION

M. A. European Business Management
Hochshule Wildau
Sept 2024 - Present

B. A. International Business Management
Hochschule Fulda
Oct 2019 - May 2023

LANGUAGE

German - C1
English - C2
Swahili - Mother tongue

SKILLS

- Management Skills
- Cross-cultural communication
- People Engagement
- Negotiation
- Critical Thinking

WORK EXPERIENCE

Oct 2022 – Dec 2022 **SEMINAR ROOM ASSISTANT**
Fulda University of Applied Sciences, Germany

- Supported newly appointed professors in using classroom media technology, helping teaching sessions run smoothly.
- Provided practical, user-focused assistance with technical equipment and responded to immediate support needs.
- Communicated clearly with academic staff to help resolve routine technical issues and maintain a supportive teaching environment.

Apr 2022 – Sep 2022 **B2B MARKETING INTERN**
SHARE NOW GmbH

- Collected and analysed competitor data on products, pricing, and advertising to support market research and business decision-making.
- Implemented B2B marketing campaigns in line with project requirements and campaign objectives.
- Collaborated with Product Management and B2B Partnerships on cross-functional projects, supporting coordination and information sharing across teams.

Mar 2021 – Mar 2022 **INTERNATIONAL OFFICE ASSISTANT**
Fulda University of Applied Sciences, Germany

- Coordinated accommodation arrangements for international exchange students and visiting lecturers, supporting a smooth arrival and stay experience.
- Managed room allocations, tracked accommodation availability, and maintained occupancy records to support accurate planning and recordkeeping.
- Assisted international students and visiting lecturers with accommodation-related needs, applying organisational skills, cross-cultural communication, and a service-oriented approach.

Aug 2019 – May 2020 **SALES ASSISTANT / CASHIER**

St. Antonius GmbH

- Served as a customer service contact, responding to enquiries, complaints, refund requests, and other customer needs.
- Processed checkout transactions and balanced cash tills at the end of shifts, demonstrating accuracy and accountability.
- Addressed routine customer issues through clear communication and solution-oriented service.

VOLUNTEER WORK

Sep 2026 – Present **FOUNDER & COMMUNITY LEAD**

UJAMAA HUB.DE

- Founded and facilitate a WhatsApp community focused on professional development, cultural integration, knowledge sharing, and mutual support.
- Publish weekly posts to engage community members and encourage ongoing participation and information sharing.
- Coordinate community groups around career opportunities, student activities, events, networking, and professional development.

Apr 2018 – Mar 2022 **SOCIAL WORKER VOLUNTEER**

AWO Kreisverband Fulda e.V.

- Taught German to a refugee family, supporting language development and everyday communication.
- Provided ongoing practical guidance and daily support, building trust through patient, empathetic, and culturally sensitive communication.

Apr 2018 – Mar 2022 **MENTOR– UNIVERSITY BUDDY PROGRAM**

Fulda University of Applied Sciences

- Supported new students as they navigated the university environment and adjusted to student life.
- Provided guidance and practical information to help students become familiar with their new academic and social surroundings.
- Built supportive relationships through interpersonal communication, active listening, and cross-cultural understanding.