

CURRICULUM VITAE

To the Person: **Sonja Viktorsdottir**
Birthday: 21.08.1971 in Reykjavik / Island
Family Status: not married
Nationality: Icelandic
Children: none
Address: Hochmeisterstraße 7/2
 D-72417 Jungingen
Mobile: +49 (0)175 / 365 36 36
Privat Telephone: +49 (0)7477 / 15 20 40
Email 1 / Email 2: sonja.viktorsdottir@web.de / sonja@sonjav.de
Homepage: http://www.sonjav.de



Vocational Training

09.1987 – 05.1989 The Business College of Iceland
Graduation: Commercial degree
09.1989 – 05.1991 The Business College of Iceland
Matriculation: Economic degree
08.1995 – 05.1997 The Co-operative College of Iceland
Diploma Degree: Business Administration
09.1998 – 05.1999 The Icelandic School of Travel and Tourism
Diploma Degree: Travel-Marketing Advisor

Course / Seminars

10.1994 – 03.1995 The Computer School by Icelandic Management Association
Course: Using Computer in Business
05.1995 Icelandic Management Association
Seminar: Meeting Management and Participation
09.1997 RhetoFlu-Rhetoric School, Nürtingen/Germany
Seminar: Rhetoric and PowerPoint 4.0
09.1998 – 05.1999 The Icelandic School of Travel and Tourism and IATA / UFTAA
Course: IATA / UFTAA Marketing examination
11.2000 Reykjavik University – Executive Education
Seminar: Marketing to Result
04.2001 Forum – Institute for Management GmbH, Heidelberg/Germany
Seminar: The Secretary in Pharmacy Industry
05.2001 Forum – Institute for Management GmbH, Heidelberg/Germany
Seminar: Clinical Studies in AMG und ICH - GCP

Career Path

09.1991 – 09.1995 **Secretary** at dept. of Physics and Medical Engineering by the National University Hospital of Iceland in Reykjavik/Island
10.1994 – 04.1995 **Project Manager** at Administration Office by the National University Hospital of Iceland in Reykjavik/Island;
 • Seminar organisation
 • Communication with professional speakers
 • Providing and constructing the course documents
 • Budget responsibility
Summer 1996 **Assistant** by the International Cardiovascular Congress in Iceland;
 • Planning and organizing, also together with international contacts and professional speakers
 • Creation of the agenda and diplomas, dictating
 • Project management for the professional seminar

- 06.1997 – 04.1998 **Assistant** at dept. Marketing by the Company Jostra Medizintechnik AG in Hirrlingen/Hechingen/Germany;
- Constructing and preparing presentations documents
 - Constructing and leading the evaluation of the month statistics
 - Providing and constructing studies- and course documents
 - Catching up and editing sales forecasts from the sales people and the hole JostraTeam
 - Leading through all secretary jobs
- 04.1998 – 09.1998 **Assistant** at dept. Conference by the Company Iceland Travel in Reykjavik/Iceland;
- Planning and organizing exhibits
 - Project management by professional seminars
 - International and national communication with guests and organizers
 - All kind of work within tourism's organisation
- 10.1998 – 12.2000 **MarCom Manager** by the Company Computer2000 /TD in Reykjavik/Iceland;
- Organizing and constructing the WebPages, also leading there campaigns
 - Product management
 - Planning and organizing exhibits, seminars and other meetings (for Microsoft etc.)
 - Building up and cultivate national and international customer contacts
 - Leading customer survey and presenting the results
- 03.2001 – 11.2002 **Assistant** at dept. Clinical Affairs by the Company Jostra AG in Hirrlingen/Hechingen/Germany;
- Correspondence
 - Planning and organizing exhibits
 - Co-operation with marketing- & advertising departments/agencies
 - Supporting clinical monitoring
 - Investigate the internet and building-up databanks
- 12.2002 – 12.2003 Without work
- 02.2004 – 07.2005 **Assistant** by the Company Ross Exico GmbH in Bisingen
- Correspondence and secretariats
 - All-round office job and payment traffic

Other Capabilities, Qualification ...

Languages (speaking and writing):

- Icelandic
- German
- English
- Danish

PC:

- MS Windows (98/2000/ME/XP)
- MS Office (Word, Excel, PowerPoint, Access)
- Acrobat InDesign & Writer & Reader
- MS FrontPage / MX Dreamweaver
- CorelDraw
- PageMaker
- Outlook / LotusNotes
- Internet Explorer / Mozilla Firefox

Managing- & other experience:

- MarCom- & Project- Manager
- Smaller & bigger events organization
- Smaller group travel organization
- Customer inquiry/analysis
- Budget responsibility and Teamwork
- Ski teacher

... and Abilities

- Independent, reliable & honest
- Organization talent, responsible & persevering
- Team able, sociable & loyal
- Efficient, helpful & positive