

PERSONAL INFORMATION

Otto Peter Meltzer



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WORK EXPERIENCE

- 01/10/1985–16/02/1987 **Engineer**
Relays Factory, Medias (Romania)
Designing of relay components and tools to make them.
- 15/02/1987–31/05/1990 **Engineer**
Relays Factory, Medias (Romania)
Chef coordinator of the Metrology departament
- 01/06/1990–15/06/1993 **Engineer**
Manpel, TARGU MURES (Romania)
Chef of the mechanical devices design office
- 16/06/2003–31/12/2015 **Area Manager for Romania**
Texon and USM Germany, TARGU MURES (Romania)
Representative and sales manager in the shoe industry
- 01/05/1996–Present **CEO and coowner**
Glover Prodexim Ltd., TARGU MURES (Romania)

EDUCATION AND TRAINING

- 15/09/1980–15/08/1985 **Master in Machine Designer Engineer** Dipl. Engineer
Politechnical Institute (TCM), Bucharest (Romania)
- 15/06/2010–15/05/2011 **Certificate in Efficient Management of a company** Management
Petru Maior University, TARGU MURES (Romania)
- basic economical skills in bookkeeping
- good skills in analyzing, planning an economical activity of a company

PERSONAL SKILLS

Mother tongue(s) Hungarian, Romanian

Other language(s)

UNDERSTANDING	SPEAKING	WRITING

	Listening	Reading	Spoken interaction	Spoken production	
German	C1	C1	B2	B2	B2
English	C1	C1	C1	B2	B2
French	B2	B2	B2	B2	B1
Italian	B1	B2	B1	B1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - good communication skills based on my sales manager activities

Organisational / managerial skills - good organizational skills based on my long CEO position, coordinating more than 80 peoples activity

Job-related skills

- good planning skills
- good command of production processes and organizing the production
- good communication skills with customers and suppliers

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Basic user	Basic user	Independent user

Digital skills - Self-assessment grid