

NAME

Current address:

Permanent Address:

Career Objective

Human Resources. Seeking a position in an international business setting using my acquired language skills and gaining experience in the different functions of this area.

Education

01.11.XX-31.03.XX/
01.07.XX-19XX

University of Passau, Germany
Studies of Business Administration

Final exam (Diplom-Kauffrau) in 19XX

General education in common subjects related to this kind of studies during the first two years. The following two years consist of a further education in these subjects. Moreover, one has to chose three main courses pursued during this period

Main courses:

Human Resource Management & Organisation, Taxes, Foreign Trade

01.04.-3 0.06. 19XX

Exchange Student at the BBA Program, Mikkeli, Finland which is considered as the second best in Europe according to the International Herald Tribune

19XX - 19XX

Wirtschaftsgymnasium', in Albstadt, Germany
A Business Administration and Economics oriented school

A-Level with a GPA of 1.8.

Grades ranging from 1 .0 (the highest) to 6.0 with 4.0 the passing grade.

Language Skills

German:

Native language

French:

Almost fluent

Participation in special language courses related to Business Administration and Economics at University for three years.

English:

Moderate knowledge

Activities

Since 19XX

Participation in a student group called 'Instead' which conducts business on managerial issues with local firms

Work Experience

Summer 19XX

ROBERT BOSCH FRANCE S. A.

French subsidiary of the German Automobile supplier Robert Bosch GmbH in Paris, France.

Logistic Department. 40 hrs./week

Responsible for editing unpaid bills including litigation and further office work concerning this area.

Summers
19XX-19XX

ROYAL CLUB D'EVIAN

Two hotels with the award of 'The leading hotels of the world' belonging to Groupe Danone, a French food group, located in Evian (Lake of Geneva), France.

Human Resource Department. 40 hrs./week

Responsible for editing applications as well as matters concerning the 700 (during the summer) current employees, e. g. verification of their pay.

Summer 19XX

GROZ-BECKERT KG

a company producing needles for textile machinery, located in Albstadt, Germany

Logistic Department. 40 hrs./week

Responsible for orders of the French branch and all other issues referring to this connection.

Since 19XX

TAX ADVISER

during school and University holidays in Balingen, Germany performing secretarial tasks and book-keeping

References

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