

Name

Current Address:

Permanent Address:

CAREER OBJECTIVE

MANAGEMENT TRAINEE: Desire position in international service industry organization with finance, sales and operation functions. Flexible and relocation possible. Willingness to go on international tours as well as to work with customers. Wish to use my strong interpersonal skills and presentation abilities. After going through the career program, long term goal will be in the management of international marketing department or finance department.

EDUCATION

UNIVERSITY OF BAYREUTH Bayreuth, Germany,

Diplom-Kauffrau 19XX, Finance, International Management, The very good theoretical and researched based education of a small to middle-sized German university gives the opportunity for students to get an overlook about the business studies. Studying means learning independently, and in groups together.

DEUTSCHE BANK AG, GERMANY Duesseldorf, Germany,

Bankkauffrau 06/19XX, Overall GPA: good (2), This two year apprenticeship with the Deutsche Bank AG (08/19XX-06/19XX) ended with a final exam at the Industrie und Handelskammer (chamber of commerce) in Duesseldorf, Germany. Deutsche Bank AG is the biggest German bank and its subsidiary in Duesseldorf is the second biggest in Germany (only the headquarter in Frankfurt is bigger). The bank is reputed for their quality and high level of the apprenticeship. Participants get involved in daily banking life, such as customers services, capital investment and working in several different departments to get an overall view and education in banking nowadays.

ACTIVITIES AND HONORS

- ! BDVB (Bundesverband deutscher Volka- und Betriebswirte e.V.), active member since 19XX. Chairlady of this student organization at the University of Bayreuth for 2 semesters (= 1 year) in 19XX/XX. This organization exists at nearly all German university towns. Goal is to combine theory with practice and to improve interpersonal and other skills of the students to prepare them for the business life. The goals are reached through organising excursions to companies in the close surrounding (up to 300 km away) and inviting managers to come to Universities to deliver a speech for all interested students and members.
- ! Participate in 19XX and 19XX in a planning game, called "Bankmasters, organised by WestLB, a big German bank and AIESEC Germany for all students at German universities. Game was about forming teams with maximum four persons and acting like a bank management and setting conditions and interest rates for customers. Goal was to gain leadership in own market, competitioned by nine different banks, formed by teams from different universities in Germany. Duration was four months in the first round, where our bank was second best.

WORK-EXPERIENCE

HIENKEL KGAA, GERMANY Duesseldorf

Internship in the marketing department 09/ and 10/19XX

Preparing marketing projects, work on them partly independent and partly in groups. Learned the new company culture and how to work together with other colleagues.

PRICE WATERHOUSE, GERMANY Duesseldorf,

Interns/up in the tax department 07/ and 08/19XX

Working on tax agreements, learned the latest laws and regulations, and prepared different papers for clients.

ERNST & YOUNG, ENGLAND London,

Internship in the Corporate Finance department 08/ to 10/19XX

Mainly research work for two projects. One of these projects was about the US GAAP and different European GAAPs, to find similarities and differences and to emphasize the result in a spreadsheet. The other research work was needed to make a useful list of the FT 100 in Great Britain, concerning a special royalty which was to be used to earn when acquisitions, mergers and takeovers were considered. Also involved in internal organization, e.g. reorganization of the internal library.

ERNST & YOUNG, GERMANY Duesseldorf,

Internship in the audit department 08/ and 09/19XX

Preparing audit at the clients for the professional accountants, such as looking through and testing the payroll, organizations, bills, confirmations and other related work. Also spending time working with the client, checking and testing special accounts, preparing spreadsheets and data based analysis to assist on audits sessions the professionals. Involvement in adding up numbers in annual reports and cross reading them.

DEUTSCHE BANK AG, GERMANY Duesseldorf,

Werkstudent = Trainee: still getting internal company newspapers and internal information about the bank, without being an full-time employee. In the university vacations having the possibility to work for the bank as a normal paid employee, without feeling obliged to reenter the company after finishing studies. 03/ and 04/19XX. Working with customers in the department which serves normally only family-owned and middle-sized companies. Conducting daily bank business, such as money transfer, loans, advising and capital investment. Working on research projects that require preparing spreadsheets to get clear data about customers need.

DEUTSCHE BANK AG, GERMANY Duesseldorf

Participant in the two-year apprenticeship 08/19XX to 06/19XX

Coming to know banking in both, practical and theoretical. Gained experience in all different departments (including as well as internal organization departments as customers services departments) and most fields of activity of big banks in Germany, including trust, investment, currency transactions, lending, etc

EXPERIENCES IN/WITH FOREIGN COUNTRIES

HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION, INTERNATIONAL CENTER AT MIKKELI Finland,

Study-abroad-period as an exchange student 04/ to 07/19XX

HSE is rated best and is the largest business school in Finland. An intensive 2 1/2 year program with emphasis on cases and teamwork in three week courses. Official language is English. Professors from around the world. The BBA-Program recently ranked second best among all same kind of institutions in Europe by Herald Tribune. Participating in four modules of the International BBA-Program: Strategic Implementation, Advertising, International Business and Human Resource Management. Gaining strong appreciation for other culture, different environmental conditions and improving English language skills.

HOME STAYS IN DIFFERENT COUNTRIES

Staying during the summer school vacations in foreign countries to improve language skills and get some experiences with different foreign cultures and ways of living. In 19XX home stay in Japan for 4 weeks and traveling. - in 19XX home stay for 9 weeks in Argentina and traveling. - in 19XX home stay for 6 weeks in the United States and traveling. - in 19XX home stay in Australia for 7 weeks and traveling

LANGUAGE SKILLS

Studied high school English for 9 years, Latin for 5 years, French for 2 years. To be able to go to work to foreign countries and communicate, especially because of the EU-development and the high competition in Business in Europe. Took in University language courses in French for three semesters and Spanish for three semesters. Also studied language courses in England 19XX to 19XX and in Malta in 19XX to improve English language skills. In 19XX in France to improve French language skills from high school and university.

REFERENCES

PETER OBERENDER Prof. Dr. in Economics, University of Bayreuth, Germany, (921) 830

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