

NAME

Current Address:

Permanent Address:

CAREER OBJECTIVE

Sales representative in real estate. Desire extensive contact with customers and regular exposure to management. Prefer on-the-job training. After training and experience, seek a promotion into first line management that involves own responsibility. Eventually wish to move into a marketing management position. Very flexible in relocations.

WORK EXPERIENCE

REKAD PUBLISHING HOUSE Herentals, BELGIUM

Marketing-assistant

01 - 14 Sep. 19XX

Telemarketing selling advertisement space, in a catalogue directed to the Belgian and the Dutch agricultural market. In the advertisement, the customer presented his products; this to obtain a catalogue for the whole market.

SPECTORE-MABANI JEWELRY Stuttgart, GERMANY

Sales-representative

Jun. - Jul. 19XX

Market-research for a Belgian company. The objective was to examine if there was a potential market for titanium jewelry. The job was on individual basis, presenting the products in shops and gathering information about the market and potential customers. I wrote a complete market-study of the region of Stuttgart and presented this to the management.

BPC, BANQUE PARISIENNE DE CREDIT Paris, FRANCE

Commercial-assistant of the Belgian Desk

Jul. - Aug. 19XX

Establishing of a database of Belgian people around Paris, (potential) customers of the BPC and its-subsidiaries. The opportunity to contact and meet Belgian companies abroad. Being exposed to interesting information about those companies.

WELLER Paris, FRANCE

Part-time communication-assistant

May-Jun. 19XX

Creation of a video-clip, presenting the program of the school; representative on international student-fairs & selling the program to high school students.

ETERNIT INDUSTRIES Triel, FRANCE

Assembling-line worker

Feb. Mar. 19XX

Production of industrial plates. Gave me a better understanding of hard labor work and bottom-to-top management.

CEVO BUILDING CONSTRUCTOR Herentals, BELGIUM

Sales-assistant

Jul. 19XX

Assisted daily visit to customers. Attended the weekly sales meetings & attended day-seminars.

HOTEL LES NUTONS Namen, BELGIUM

Waiter in the restaurant / bartender & receptionist

Aug. 19XX

Spoke several foreign languages, due to the diversity of the different nationalities of the customers, which enhance my communication skills.

EDUCATIONAL BACKGROUND

HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION Mikkeli, FINLAND

Bachelor of Business Administration

19XX- 19XX

The program emphasizes on international business, management, accounting, languages and communication. It gives an overall understanding of management and develops personal skills by intensive teamwork and presentation of cases. The particularity of these 2.5 years are the visiting professors, mainly coming from universities in the US and Europe and the selection of the students, most of which have lived abroad for extended periods which helped develop an international view of the business world.

WELLER, INTERNATIONAL SCHOOL OF MANAGEMENT Stuttgart, GERMANY

Business

Apr. - Jul. 19XX

International private school, taught in the language of the country. The professors are entrepreneurs, who bring real life problems to the school. Sales-simulation, presentation in front of a jury and group work are an often used. Schools in France, Germany and the US, operate as own exchange schools.

WELLER Lille, FRANCE

Oct. 19XX - Apr. 19XX

WELLER Paris, FRANCE

19XX - 19XX

HIBO, HIGHER INSTITUTE FOR BUSINESS EDUCATION Ghent, BELGIUM

19XX - 19XX

Communication management: a combination of business and communication courses, including foreign languages.

ST.-JOZEFSCOLLEGE Herentals, BELGIUM

High school

Graduation: Jun. 19XX

Catholic boys-school

LANGUAGE SKILLS

Dutch: native speaker

French : fluent

English : fluent

German : highly proficient

Learned and practiced foreign languages by participating in linguistic seminars, studying abroad and working in different cultures.

ACTIVITIES

Computer: Windows, Microsoft Word 6.0, Write, Netscape, Excel, Eudora & MS-DOS

Traveling: Europe / USA / Australia

Sport : jogging / skiing / wind-surfing / golf