

Name

Street Address ♦ PLZ ♦ City ♦ GERMANY ♦ Tel.: 011 49 XXXX ♦ email
Nationality: German (J1-Visa to be provided through College Council Berlin)

EDUCATION

Since 09/2002

University Name – City, Germany

Diploma/ Magister/ Bachelor/ Masters in XXXX (German Equivalent to a Masters Degree)

Intermediate Examinations: XXXXXX Expected graduation in 200X

+ Full-time XXX program specializing in XXXXX

+ Related course work: XXXXXXXX

INTERNSHIPS

Since 04/2005

Company Name – City, Germany

Intern in the Marketing Department

Tasks: consultant for Business Seat and Loge guests in the stadium; organizing events in the soccer stadium and the business center; responsible for promotional activities before home matches; coordinating the procurement of print products.

03/2003 – 09/2004

Company Name – City, Germany

Intern in XXXX

Tasks: planned and coordinated marketing activities; responsible for the event magazine (selected and wrote articles, acquired advertisements, coordinated the print and distribution); coordinated the ticketing before and during the championships (pricing, coordinated with external ticket agencies, accounting); supported the Organization Committee during the competitions.

WORK HISTORY

10/2000 – 08/2001

Company Name – City, Germany

Full-time social year assisting the elderly and challenged

Tasks: organized activities for the elderly (i.e. excursions, get-togethers); provided everyday assistance to the poor and elderly (i.e. shopping, cleaning); assisted families with challenged family members in their housework.

09/1995 – 12/1998

Company Name – City, Germany

3-year state recognized apprenticeship to become a XXXX

In-house training accompanied by regular classes at the chamber of commerce;

National exam successfully passed in DATE

Tasks:

EXTRA CURRICULAR ACTIVITIES

10/2003-present

Center for Student Involvement – University Name

Leadership Coordinator

Tasks: coordinate leadership activities, maintain and update various databases, plan banquets and other social events

MM/JJJJ-MM/JJJJ

Student Activities Finance Board – University Name

Treasurer

Tasks: auditing and managing several student group finance accounts; responsible for executing a twice-a-year funding process in which over 40 independent groups petition for funds and over \$900,000 are allocated

OTHER

Computer skills:

Microsoft Office; Internet; Photoshop; Adobe; Quarkxpress; FrontPage; Programming

Language skills:

German (native language); English: XX writing, XX spoken, XX comprehension

Interests:

Running; Mountain biking; Skiing; Hiking; Soccer; Travelling; Music