

Amelie Schürer

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Professional Summary

I am an experienced, multi-lingual Business Economist with a specialization in the high tech industry. My work approach is accurate, reliable, capable, and highly self-motivated. I also am flexible, innovative and thrive in a globally, diverse, changing work environment by using my creativity, knowledge and skills. I work well both independently and as part of a team. I enjoy new challenges and the opportunity for further development. Based on my drive for continuous growth, I am currently learning to be a web-developer. My basics include working with HTML5 and CSS3. Next I will focus on learning about and working with JavaScript. I have a strength in achieving results in a highly complex work environment.

Experience

03/2019 to currently

Business Assistant

Burger Automation Technology – Nesselwang, Bavaria (Germany)

In this role, I am chiefly responsible for the product costing analysis and the implementation of a new Enterprise Resource Planning System.

- Business assistant responsible for the product costing analysis. My main persons of contact were the executive board, the production and external software consultants.
- Lead the project to bring in a new enterprise resource planning system: mapping of the important business processes, determining the project scope, implementation, communication with the management and the software development department.
- Drove process quality improvements.
- Involved in the divisions controlling, acquisition and IT.

01/2018 to 12/2018

Enterprise Resource Planning System Consultant

Twoeyes Software Solutions – Kempten, Bavaria (Germany)

In this role, I was chiefly responsible for both client management and client account fulfillment (back-end team project management). I also drove process quality improvements.

- Client interface consultant responsible for the supervision of projects including budget planning, meeting deliverables, quality testing, communication with the client and client support. Management of the work plan and distribution of tasks for the developer. I was recognized for my quick client response service to meet their needs. The type of clients range from retailers, manufacturers and service contractors. My main in-house

points of contact were predominantly the Chief Executive Officer (CEO), the Department Manager, and the Marketing Manager.

- Led the project to bring in a new financial, internal controlling system, which included leading a needs assessment, determining the project scope, research of potential solutions, selection decision process, prototyping, implementation, and communication throughout the project with the key stakeholders and decision makers.
- Assistance with the relaunch of the company's website to reflect their new brand and to make it more client friendly. I was chiefly the responsible creator of the website content.
- In order to implement a new simplified accounting method, the client accounts were restructured. To support this change, I was responsible for the reorganization and actualization of the company's contracts. This included the new set-up of the existing contracts, the revaluation of the contract values, and the allocation of existing contracts to certain clients.
- Provided financial assistance oversight for the invoicing, including the invoice control, monthly billing and adjustment of the debit withdrawal.
- Involved in the divisions marketing, sales, client consultancy and managing of the backend team.

03/2016 to 08/2016

Research Assistant for the Faculty Computer Science

University of Applied Sciences Kempten – Kempten, Bavaria (Germany)

- Acquisition and description for the procedure for the preparation of the seminar plans for the organization of the study program
- Creation of editorial guidelines for the study plan in the self-service portal
- Compilation of the curriculum of the Master's Degree programs of the faculty of Computer Science
- Summary and presentation of the statistics of the student numbers for the strategy of the faculty
- Gathering information and doing Internet research

Additional Work Experience (volunteer / pro bono)

- Secretary for the local sport shooting association "Schützengesellschaft Edelweiß Nesselwang e.V."
- Long-lasting member of several music bands, where I played the Alto-Saxophone.
- Conducting research on increasing women in STEM and on new ways of working to support upcoming publications by Inclusion Institute (a globally-focused consultancy and research organization)

Education

2018	Currently learning: HTML5, CSS3 (Certificate: Responsive Web Design) Building of my resume web page: expected completion January 2019
2015	Bachelor of Arts: Business Administration University of Applied Sciences Kempten – Kempten, Bavaria (Germany)
2014	Passed the Trainer Aptitude Examination (IHK)

2013

First area of studies: project management

Achieved the project management basic certificate (GPM)

Second area of studies: process management

Electives:

- Technical English
- Intercultural competence
- Business English Conversation
- Vocational and occupational education

Additional skills

- Native language: German
- Additional languages: English, French, Italian in various levels
- Computer skills: MS-Office products, various enterprise resource planning systems, CMS

Citizenship

- German citizen