

Marque Bolay-Og

Merlinweg 3 • 61231 Bad Nauheim • 0157 31489393
marque_b@hotmail.de • <https://MarqueBolayog.github.io/bewerbung/>

CURRICULUM VITAE

Personal Details

Date of Birth	August 24, 1983
Place of Birth	Philippines
Nationality	German
Marital Status	Divorced, 1 child (2013), Childcare secured



Professional Experience

02/2023 – present

Application phase with further **education** and **volunteer work**

- Further training in **application and self-marketing** (BBZ Altenkirchen GmbH)
- **Deepening knowledge of SAP R/3, SAP S/4HANA and DATEV** through self-study and online courses
- **Volunteer IT Systems Consultant** at City Getränke

01/2021 – 01/2023

Retraining as an Industriel Clerk (dual education) IAL Institut für angewandte Logistik GmbH, Frankfurt / Main **IHK Certification**
Practical training at City Getränke

- Maintenance and price updates for over 200 articles in the **ERP-System HyReka**
- Participation in the **procurement** process, including quote comparison, **order placement**, and **delivery monitoring**
- **Inventory** checks and **coordination** of incoming goods
- Processing approximately 125 **customer inquiries** monthly, including **invoicing** via CRM system
- Development and implementation of a **flyer marketing campaign** for new customer acquisition (Target: 60 | Achieved: 42)

02/2020 – 12/2020

Self-directed professional development & practical experience

- Support for a small business in **invoicing** and **accounting**
- **Independent further education** in **HTML**, **CSS**, web development, ERP systems as well as deepened understanding of CMS systems (WordPress, Joomla), Google Indexing
- Planning a career transition into the **commercial sector**

02/2008 – 01/2020

Machine and plant operator
ContiTech Techno-Chemie GmbH, Karben

- **Setting up** and **operating machines**
- **Assembling** components
- Partly responsible for setting up new **production lines**.

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07/2005 – 02/2008	Production Assistant ContiTech Techno-Chemie GmbH, Karben via Amicus GmbH, Friedberg Hessen branch
11/2003 – 06/2005	Housekeeper LIIAM Cleaning Solution, Hanau
06/2001 – 10/2003	Interior decorator Heikes Raumdekor, Bad Vilbel

Education and Training

since 03/2024	Application Optimization and Self-Marketing BBZ Altenkirchen GmbH & Co. KG, Friedberg Hessen
10/2012 – 07/2013	Part-time qualification as a machine and plant operator, specializing in metal and plastics technology , IHK Gießen-Friedberg Hessen with certificate
11/2008 – 04/2009	Qualification as Assembly Technician Förderverein der Beruflichen Schule, Butzbach

Vocational training

08/1998 – 06/2001	Interior decorator WAUS gGmbH, Friedberg Hessen
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Formal education

05/1995 – 04/1998	Stadtschule am Solgraben, Bad Nauheim Graduation: Secondary School Certificate
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Special Skills

Languages	German	native
	English	LCCI Level 1 Business English
	French	basic knowledge
IT	MS Word	good proficiency
	MS Excel	good proficiency
	MS PowerPoint	good proficiency
	SAP R/3-LE	
	SD MM PP FI	advanced knowledge
	SAP S/4 Hana	
	SD MM PP FI	advanced knowledge
	DATEV	good proficiency
Driver's Licence	Class B	