

CURRICULUM VITAE

Personal Information

Name: Marque Bolay-Og

Address: Merlinweg 3, 61231 Bad Nauheim

Phone: 0157 31489393

Email: marque_b@hotmail.de

Date of Birth: 24.08.1983

Place of Birth: Philippines

Nationality: German

Marital Status: Divorced, 1 child (2013), childcare secured

Professional Career

Since 02/2023 - Job application phase with further training

01/2021 - 01/2023 - Apprenticeship / Retraining as Industrial Clerk (dual)

IAL Institute for Applied Logistics GmbH, Frankfurt / Main, IHK Certification

- Procurement and purchasing management
- Warehouse management and logistics coordination
- Customer service and invoicing (CRM)
- Development of marketing strategies and campaigns

02/2020 - 12/2020 - Orientation phase

02/2008 - 01/2020 - Machine and Plant Operator

ContiTech Techno-Chemie GmbH, Karben

- Setting up and loading machines
- Assembling components
- Installing new production lines
- Optimizing work processes
- Ensuring quality standards

07/2005 - 02/2008 - Production Assistant

ContiTech Techno-Chemie GmbH, Karben (via Amicus GmbH, Friedberg Hessen)

11/2003 - 06/2005 - Housekeeper

LIIAM Cleaning Solution, Hanau

06/2001 - 10/2003 - Interior Decorator

Heikes Raumdekor, Bad Vilbel

Further Training

Since 03/2024 - Application Optimization and Self-Marketing

BBZ Altenkirchen GmbH & Co. KG, Friedberg Hessen

10/2012 - 07/2013 - Part-time qualification as Machine and Plant Operator (Focus: Metal and Plastics Tech

IHK Gießen-Friedberg Hessen, Certified

11/2008 - 04/2009 - Qualification as Assembly Technician

Support Association of the Vocational School, Butzbach

Vocational Training

08/1998 - 06/2001 - Interior Decorator

WAUS gGmbH, Friedberg Hessen

Education

05/1995 - 04/1998 - Stadtschule am Solgraben, Bad Nauheim

Graduation: Secondary School Certificate (Hauptschulabschluss)

Special Skills

Languages:

- German (Native)
- English (LCCI Level 1 Business English)
- French (Basic Knowledge)

IT Skills:

- MS Word (Good proficiency)
- MS Excel (Good proficiency)
- MS PowerPoint (Good proficiency)
- SAP R/3-LE (Advanced knowledge)

- SAP S/4 Hana (Advanced knowledge)
- DATEV (Good proficiency)

Driving License: Class B