

# Marque Bolay-Og

Merlinweg 3 • 61231 Bad Nauheim • 0157 31489393  
[marque\\_b@hotmail.de](mailto:marque_b@hotmail.de) • <https://MarqueBolayog.github.io/bewerbung/>

## CURRICULUM VITAE

### Personal Details

Date of Birth	August 24, 1983
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 since 2024)
- **Deepening knowledge of SAP R/3, SAP S/4HANA and DATEV** through self-study and online courses
- **Volunteer IT Systems Consultant** at City Getränke since 2022

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

**Held a long-term position** at ContiTech Techno-Chemie GmbH, Karben, where I gained solid technical insight, strengthened my ability to work in a team, and developed a structured, reliable work ethic. Skills I now combine with my commercial training.

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

### Education and Training

03/2024 06/2024	<b>Application Optimization and Self-Marketing</b> BBZ Altenkirchen GmbH & Co. KG, Friedberg Hessen
10/2012 – 07/2013	Part-time qualification as a <b>machine and plant operator, specializing in metal and plastics technology</b> , IHK Gießen-Friedberg Hessen <b>with certificate</b>
11/2008 – 04/2009	Qualification as <b>Assembly Technician</b> Förderverein der Beruflichen Schule, Butzbach

### Vocational training

08/1998 – 06/2001	<b>Interior decorator</b> WAUS gGmbH, Friedberg Hessen
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### Formal education

05/1995 – 04/1998	Stadtschule am Solgraben, Bad Nauheim Graduation: <b>Secondary School Certificate</b>
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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	