

# NAME

---

**Current Address:**

**Permanent Address:**

---

## **CAREER OBJECTIVE**

Sales representative in real estate. Desire extensive contact with customers and regular exposure to management. Prefer on-the-job training. After training and experience, seek a promotion into first line management that involves own responsibility. Eventually wish to move into a marketing management position. Very flexible in relocations.

## **WORK EXPERIENCE**

### **REKAD PUBLISHING HOUSE** Herentals, BELGIUM

*Marketing-assistant*

01 - 14 Sep. 19XX

Telemarketing selling advertisement space, in a catalogue directed to the Belgian and the Dutch agricultural market. In the advertisement, the customer presented his products; this to obtain a catalogue for the whole market.

### **SPECTORE-MABANI JEWELRY** Stuttgart, GERMANY

*Sales-representative*

Jun. - Jul. 19XX

Market-research for a Belgian company. The objective was to examine if there was a potential market for titanium jewelry. The job was on individual basis, presenting the products in shops and gathering information about the market and potential customers. I wrote a complete market-study of the region of Stuttgart and presented this to the management.

### **BPC, BANQUE PARISIENNE DE CREDIT** Paris, FRANCE

*Commercial-assistant of the Belgian Desk*

Jul. - Aug. 19XX

Establishing of a database of Belgian people around Paris, (potential) customers of the BPC and its-subsidiaries. The opportunity to contact and meet Belgian companies abroad. Being exposed to interesting information about those companies.

### **WELLER** Paris, FRANCE

*Part-time communication-assistant*

May-Jun. 19XX

Creation of a video-clip, presenting the program of the school; representative on international student-fairs & selling the program to high school students.

### **ETERNIT INDUSTRIES** Triel, FRANCE

*Assembling-line worker*

Feb. Mar. 19XX

Production of industrial plates. Gave me a better understanding of hard labor work and bottom-to-top management.

### **CEVO BUILDING CONSTRUCTOR** Herentals, BELGIUM

*Sales-assistant*

Jul. 19XX

Assisted daily visit to customers. Attended the weekly sales meetings & attended day-seminars.

**HOTEL LES NUTONS** Namen, BELGIUM

*Waiter in the restaurant / bartender & receptionist*

Aug. 19XX

Spoke several foreign languages, due to the diversity of the different nationalities of the customers, which enhance my communication skills.

## **EDUCATIONAL BACKGROUND**

**HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION** Mikkeli, FINLAND

Bachelor of Business Administration

19XX- 19XX

The program emphasizes on international business, management, accounting, languages and communication. It gives an overall understanding of management and develops personal skills by intensive teamwork and presentation of cases. The particularity of these 2.5 years are the visiting professors, mainly coming from universities in the US and Europe and the selection of the students, most of which have lived abroad for extended periods which helped develop an international view of the business world.

**WELLER, INTERNATIONAL SCHOOL OF MANAGEMENT** Stuttgart, GERMANY

Business

Apr. - Jul. 19XX

International private school, taught in the language of the country. The professors are entrepreneurs, who bring real life problems to the school. Sales-simulation, presentation in front of a jury and group work are an often used. Schools in France, Germany and the US, operate as own exchange schools.

**WELLER** Lille, FRANCE

Oct. 19XX - Apr. 19XX

**WELLER** Paris, FRANCE

19XX - 19XX

**HIBO, HIGHER INSTITUTE FOR BUSINESS EDUCATION** Ghent, BELGIUM

19XX - 19XX

Communication management: a combination of business and communication courses, including foreign languages.

**ST.-JOZEFSCOLLEGE** Herentals, BELGIUM

High school

Graduation: Jun. 19XX

Catholic boys-school

## **LANGUAGE SKILLS**

Dutch: native speaker

French : fluent

English : fluent

German : highly proficient

Learned and practiced foreign languages by participating in linguistic seminars, studying abroad and working in different cultures.

## **ACTIVITIES**

Computer: Windows, Microsoft Word 6.0, Write, Netscape, Excel, Eudora & MS-DOS

Traveling: Europe / USA / Australia

Sport : jogging / skiing / wind-surfing / golf