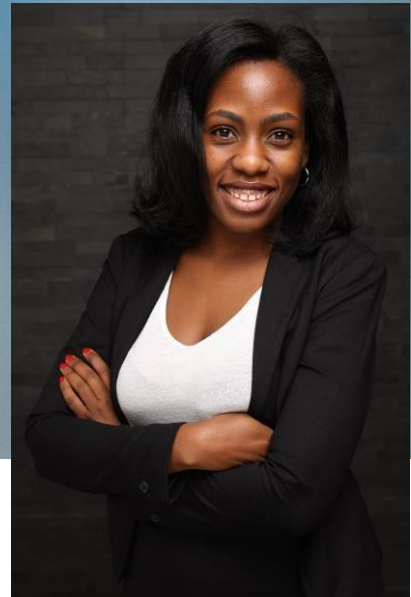


Linda Olela

Assistant Sales Manager International Sales
Customer & Sales Support



Berliner Straße 226 | 63067 Offenbach am Main
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SCHOOL AND VOCATIONAL TRAINING

Curriculum Vitae (CV)

PERSONAL INFORMATION

Birthdate/-place 28.10.1990 in Usain Gishu, Kenya
Nationality German / Kenyan
Family Status single

SCHOOL AND VOCATIONAL TRAINING

08.2023 – today Harvard's CS50 **Part-time Study (Introduction to Computer Science & Artificial Intelligence)**
▸ Main Focus: Algorithms, C, Arrays, Memory, Data Structures, Python, Artificial Intelligence, SQL, HTML, CSS, JavaScript
Academic Degree: Computer Science (Harvard University)

03.2022 – 15.12.2023 Europäische Hochschulverbund GmbH, Hamburg **Part-time Study in Commerce (Handelsfachwirtin)**
▸ Main Focus: Corporate Management and Control, Trade Marketing, Leadership, Personnel Management, Communication & Cooperation, Procurement & Logistics
Academic Degree: Handelsfachwirtin (IHK, Frankfurt am Main)

08.2017 – 01.2020 J.T. Ronnefeldt KG, Frankfurt am Main
Apprenticeship as a Retail Clerk
Professional Qualification: Retail Clerk (IHK)
▸ Customer consultation and sales
▸ Internal order processing as well as placing orders with external suppliers
▸ Product presentation including window display design
▸ Receiving deliveries and monitoring inventory levels

09.2016 – 08.2017 J.T. Ronnefeldt KG, Frankfurt am Main
Part-time Employee

04.2014 – 09.2015 Johann Wolfgang Goethe-University, Frankfurt am Main
Major: Economics
Termination in favour of employment and active search for a training position

01.2013 – 12.2013 Studienkolleg Munich, Munich
Economics
Course Degree: Certificate

WORK EXPERIENCE

- 05.2022 – to date J.T. Ronnefeldt KG, Frankfurt am Main **Assistant Sales Manager International Sales**
- Data Analysis and Visualization: Using Microsoft Excel & Power Query for data querying, transformation and creating interactive dashboards to present data-driven insights.
 - Management of relationships with international clients, leading to increased sales & customer satisfaction
 - Coordination of sales support activities, including order processing and after sales support
 - Collaboration with cross-functional teams to ensure seamless communication.
 - Team Spirit & Commitment – High Initiative and creativity
 - Implementation of strategies to enhance customer engagement & retention.
 - Project management aimed at improving processes & streamlining operations.
 - Preparation & Maintenance of Documentation including contracts for sales processes and client interactions.
- 07.2019 – 06.2022 J.T. Ronnefeldt KG, Frankfurt am Main **Assistant Store manager**
- Professional and disciplinary management of a team of 9- to 12-Team members
 - Personnel deployment and active promotion of personnel development
 - Design and presentation of seasonal sales campaigns
 - Implementation of quality management measures & assortment design concepts
 - Procurement of goods and handling of administrative tasks
 - Point of contact for various departments
 - Onboarding of Apprentices
- 08.2017 – 01.2020 J.T. Ronnefeldt KG, Frankfurt am Main **Apprenticeship as a Retail Clerk**
Professional Qualification: Retail Clerk (IHK)
- Customer consultation and sales
 - Internal order processing as well as placing orders with external suppliers
 - Product presentation including window display design
 - Receiving deliveries and monitoring inventory levels
- 09.2016 – 08.2017 J.T. Ronnefeldt KG, Frankfurt am Main **Part-time Employee**

ADDITIONAL SKILLS AND KNOWLEDGE

Programming Language	Python, C, SQL
Data Visualization	Microsoft Power BI
Englisch	Mother tongue
German	Fluent in word and writing