

Name

Musterstrasse 3 – 71000– City – Germany
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Job objective

An internship position in Procurement where I can extend my knowledge in several purchasing topics, contribute my excellent communication skills and learn about purchasing strategies.

Key skills and experience

- 2 1/2 years experience at XYZ Group, Germany
- Experience and knowledge of procurement processes
- Strong analytical and interpersonal skills

Education

10/2011 – present	Bachelor of Science in Business and Economics University of Hohenheim, Stuttgart (Germany) Majors: Supply Chain Management and Controlling Expected graduation: Date Expected grade: Grade in GPA
09/2009 – 07/2011	Dual-Education-Program in <i>name of program</i> XYZ Group, City (Germany)
06/23/2009	Abitur (approximate equivalent to high school diploma) Average grade: Grade (approximate equivalent to an overall "B-")

Work experience

08/2012 – present	Student assistant to Area Manager (part-time) XYZ Group, City <ul style="list-style-type: none">• Prepared presentations• Evaluated overall performance in several divisions• Compiled data for financial forecasts
05/2012 – 06/2012	Student trainee in the Name Department XYZ Group, City <ul style="list-style-type: none">• Guided the bidding process for a new Facility Management system• Communicated with different departments• Created documents for new contracts• Researched and audited suppliers
08/2011 – 10/2011	Sales Assistant, Sales Department, XYZ Company, City <ul style="list-style-type: none">• Ordered engineering and consulting services• Assisted in developing and implementing an order supply system• Archived documents

Additional skills and information

Languages: German (native), English (very good command, UNICertIII Certificate), French (basic knowledge)

IT skills: Advanced knowledge of Microsoft Office (Word, Excel, Powerpoint), SAP

Memberships

Active member of Swimming Club Stuttgart: member, coach, member of the management board
Brothers and Sisters League: Youth and group leader

Interests and activities

Sports: swimming, skiing, climbing

Music: singer, piano, member of Daimler Big Band, Stuttgart

Travel: various international exchange programs, very interested in other countries and cultures

References available upon request.