

Dawn Jacobson
15 Briar Street, Sheffield, South Yorkshire
djacobson@gmail.com

Education

The University of Huddersfield

HND Hospitality Management May 2004

The International School of Tourism Sciences, Rome, Italy

Semester Abroad Spring 2003

Work Experience

The Leopold Hotel, Sheffield

Banquet Manager 2006-Present

Plan, organize, and direct the execution of all food and beverage events. Act as the primary event contact. Coordinate kitchen operations and service staff, ensuring efficient execution. Manage banquet room preparation and turnover. Conduct pre-event meetings with service staff.

Ten Tables Bistro, Tinsley

Wedding and Special Events Coordinator 2004-2006

Coordinated and conducted menu presentations and tasting sessions with prospective clients. Worked with General Manager to accurately price events. Served as the liaison between clients and Ten Tables Bistro chef and management team. Oversaw event preparation and logistics to ensure successful event execution.

Hilton Sheffield Hotel, Sheffield

Front Office Associate 2000-2003

Greeted and registered hotel guests. Made and modified reservations as needed, while providing a high level of customer service. Settled guest accounts and managed the check-out process.

Other Skills

Language: Fluent in Spanish, conversational Italian

Computers: Windows, MS Access, Word, Excel, PowerPoint, Lotus Notes

Erich Kraus
2914 Fels/Wagram, Wagramstrabe 44, Austria
ekraus@gmail.com

PROFESSIONAL EXPERIENCE

8/07-Present Online Marketing Coordinator

Weber Maxl & Partners, Vienna

- Manage web site content and communicate changes and updates to the rest of the team
- Partner with communications team to implement web site changes
- Develop and execute SEO strategy
- Improve web site user experience

8/06-6/07 Marketing Intern

Passagen Verlag, Vienna

- Executed marketing efforts for poetry and other titles
- Created and updated online marketing pages
- Coordinated traffic of catalog pages and galley copy
- Performed administrative departmental tasks as needed

9/04-7/06 Field Marketing Coordinator

Reindl & Company Marketing, Vienna

- Managed seminar and event registration and attendees
- Provided field event support, including venue selection and event logistics
- Tracked and followed up on customer leads
- Responsible for data collection, input, reporting, and analysis

EDUCATION

09/03-05/07 University of Vienna, Vienna, Austria

Degree Program: Marketing

ADDITIONAL INFORMATION

Computer skills: PC and Mac proficient, MS Office Suite, HTML, Photoshop, Illustrator, In Design, Outlook.

Languages: Fluent in English and German, basic Spanish, Czech, and Russian.

Activities: Vice President of Students' Council, University of Vienna, 2006/2007

Ricardo Vallejo
Doña Mercedes 205, Los Rosales, Surco
Lima, Peru
rvallejo@gmail.com

Education

National University of Engineering, Lima, Peru
Bachelor in Mechanical Engineering, 2008

Experience

June 2008-Present

Mechanical Engineering Tech, Consorcio de Ingenieria Electrom

- Implement mechanical modifications by drilling and cutting sheet metal fabrication
- Utilize software diagnostic programs to perform system testing
- Create engineering change orders
- Coordinate with engineers to prepare new products for serial production

September-May 2007

Manufacturing Engineering Intern, Consorcio Industrial Valsa

- Provided technical support for production
- Ensured process improvement of analytical instrumentation and related assemblies
- Developed familiarity with assembly procedures and testing of parts, related controlling software, and data analysis systems

June-August 2004-2008

Construction Project Coordinator, Inmobiliaria e Inversiones Patricia S.A.

- Prepared, edited, proofed, and issued construction correspondence, contracts, submittal logs, and meeting minutes
- Processed expenses, certificates of insurance, and lien waivers
- Assisted Project Managers with administrative details of project execution

Additional Skills

Fluent English, Auto CAD, MS Office Suite, Outlook, Photoshop, Illustrator

Sample Resume 3 – International Trade

Sophia Loren

580 Rue Cler

Paris, France

sophialoren@yahoo.com

EDUCATION

- 2004 – 2006 Two years of undergraduate studies to prepare two diplomas in International Trade:
- **BTS Commerce International** (France)
 - **Major in International Trade**
- 2003 **High School Diploma**
Majors: Literature, English, German
Lycée Ecole Active Bilingue, Paris.

WORK EXPERIENCE

- March 2005 **Voila Events**, Paris
Industry Fair Internship
- Installing the booth
 - Welcoming national and international clients
 - Creating and processing new client forms
 - Providing samples, catalogues and price lists
 - Taking orders.
- February 2005 **Croissant Marketing**, Paris (France)
Marketing Internship
- Looking for prospects over the phone and on the field,
 - Selling Swiss coffee machines at client sites,
 - Negotiation new contracts with clients.
- November 2004 **Haapag Lloyd**, Paris (France)
Import/Export Internship
- Processing paperwork for transportation of goods (import, export)
 - Handling client requests
 - Managing after-sale services
- June – September 2004 **Volkswagen**, Berlin (Germany)
Logistics Internship
- Export billing, routing imports, documentation of export deliveries, customs.

OTHER SKILLS

- Computer Languages** Word, Internet, Visio, Excel, PowerPoint
Native French, Advanced English, Intermediate German

Sample Resume 4 - Finance

Sergio Pavarotti
Via Lorenzo 29/B
Turin, Italy
thebigpav@hotmail.com

SUMMARY: By nature I am a self-motivated, creative thinker. I have solid experience in the finance industry, including work in customer service, sales, and office administration. Using my strong interpersonal skills with a proven ability to multitask and work well under pressure, my goal is to pursue an internship in the field of finance.

WORK AND VOLUNTEER EXPERIENCE

- 05/1993-present **Banca Popolare di Novara, Turin, Italy**
Assistant Manager and Financial Promoter
Currently employed as the Assistant Manager, my responsibilities include coordinating, supervising and motivating co-workers, customer service, and sales of financial products such as banking accounts, investments and insurance.
- 04/1992-04/1993 **C.P.A. Arredamenti S.r.l., (Interior Design Firm) Santhia', Italy**
Assistant Sales Manager (04/92 – 04/93)
Responsibilities included sales, ordering supplies, overseeing products transport and installation, customer service and planning manager's meeting
- 06/1991-03/1992 **Studio Commercialisti Riuniti (Accounting Firm), Vercelli, Italy**
Office Assistant
Responsibilities included customer service, handling daily deposits, invoicing processes, bank reconciliation.
- 05/1990-05/1991 **Esercito Italiano (Italian Army Mandatory Service), Vercelli, Italy**
Office Coordinator
Responsibilities included planning manager's meetings, customer service, scheduling and issuing driver licenses.

EDUCATION

- 2005 – present **University of Modena and Reggio Emilia, Italy**
Bachelor in Communication and Marketing
Currently a freshman
- 1984-1989 **"C.Cavour" High School, Vercelli, Italy**
High School Diploma, focus in accounting and commerce.

OTHER SKILLS

- COMPUTER: Technically proficient in Microsoft Office, (Excel, Windows). Also familiar with several Italian banking software programs.
- LANGUAGES: Native Italian, Proficient English, Basic Spanish