

# RACHEL RESUMA

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Recent graduate of business school, fluent in German, capable of performing in an international business role as business administrator, office manager, translator or interpreter.

## Qualifications

- Completed internship abroad for German company providing administrative support, document translation and conference interpretation.
- Possess dual Bachelor of Science Degree in Business Administration and German Language.
- Proven ability to communicate effectively with individuals of diverse cultures
- Detail oriented, driven professional, capable of managing multiple tasks simultaneously

## Experience

AAA Corporation Berlin, Germany  
**Administrative Assistant / Translator Internship** April 2011 - August 2011

Translated documents and emails for every department. Served as primary interpreter during conference calls. Refined definitions of technical terms and updated logs.

- Developed new technical manual that was originally written in German. The manual was approved by the U.S. Lead Technical Writer and eventually used for company's flagship product.
- Discovered inconsistencies in procedural documentation at German office and re-translated for use in English speaking locations.

BBB Corporation Chicago, IL  
**Assistant Office Manager** February 2009 - April 2011

Ran daily, weekly, and monthly reports and compiled necessary information for industry partners. Put together monthly client profile statistics for the business update. Assisted in written responses to creditor requests for documentation. Maintained records for survey responses.

- Created customer profiles that were utilized by the sales department to prioritize leads.
- Helped client find an error in purchasing report that saved over \$500,000.

CCC Company Chicago, IL  
**Translator** September 2008 - April 2011

Translated German conversations between executives, operational staff and technical teams in U.S. branch of German electronics corporation. Entrusted with the translation of critical meetings between Operations department in the U.S. and Engineering department in Germany. Transcribed written German notations, memos and office documents into English.

## Education

XYZ University, Chicago, IL  
Bachelor of Science in Business Administration, GPA 3.8/4.0  
Bachelor of Science in German Language Studies, GPA 3.9/4.0

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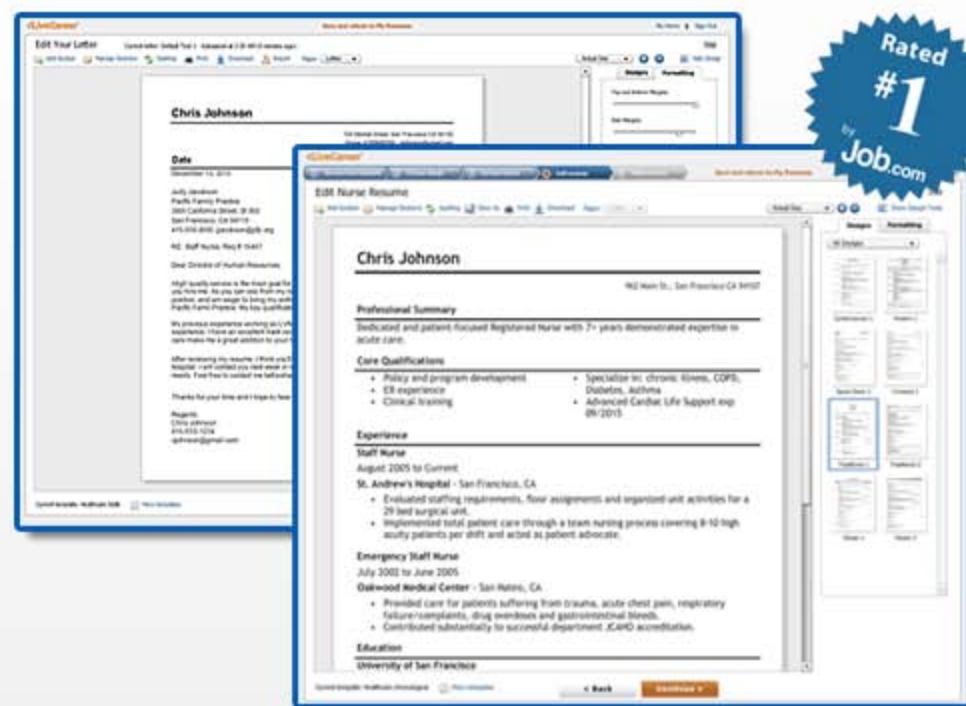
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