

Elena Buchwald

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Nationality: German

Work Experience

Aug. 20XX to present

Website Project Management Internship

Schilling und Partner Multimedia, a major multimedia agency in Munich, Germany

- Assisting in the redesign of a client's website
- Testing website effectiveness with focus groups
- Preparing presentation materials for meetings with clients

Kommentiert [BO1]: Start with your most recent educational achievement. The oldest comes last. Same for work experience.

Aug. to Oct. 20XX

Internship as Copywriter and Editor

Bayerischer Rundfunk (Bavarian Public Broadcasting), Munich, Germany

- Wrote, edited and proofread manuscripts for online publication
- Administrative assistant to the senior editor

Kommentiert [BO2]: The US standard is to capitalize bullet points. Not in the UK though. Australia uses a mix of both. So have a look on the company's website to see which they use.

Nov. 2007 to June 20XX

Student Assistant, Faculty of Media Studies of Ludwig-Maximilians-Universität (University of Munich)

- Assisted Dr. Rachel Lindner in research and administration

Sept. 20XX to Aug. 20XX

Au pair to a family of five, Denver, Colorado

Education

Nov. 20XX - July 20XX

M.A. in Psychology and Media Studies

Ludwig-Maximilians-Universität (University of Munich).
Final grade: 2 (approx. equivalent to an Honours Class II Division 1 degree).

June 20XX

Abitur (approx. equivalent to a high school diploma)
Final grade equivalent to an overall "B"

Languages

Native speaker of German, excellent command of English, basic communication skills in French

Computer Skills

Extensive website design skills (HTML, Javascript, web graphics, Perl)
Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)

Interests and Activities

Sept. 20XX to present

Trumpet player in a local brass band

Oct. 20XX to July 20XX

Active in the student union (contributed articles to newsletters, held welcome sessions for first-semester students)

Kommentiert [BO3]: Shows that you can work independently and are able to organize events.

Oct. 20XX to July 20XX

Stagehand and prompter for student drama group