

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