

Marie Isabelle Postler



Profile

A highly ambitious and detail-oriented multilingual communications student with 4 years of experience as an office clerk. Can manage multiple priorities with a positive attitude and has experience in data entry, customer service and event management. Passionate about marketing and event management, having taken several marketing and management courses at the University of Applied Sciences in Cologne and volunteering to organize local sports events.

Employment History

Intern at Rise and Set Agency, New York City

APRIL 2023 — PRESENT

- Helped in creating Run of Shows, Scope of Works, budgets and staffing lists
- Met with creative team to ensure that all the client's decor and layout needs are met and provided relevant vendors

Student Assistant in the Event Management Department, Perfekter Halt GmbH & Co. KG, Remscheid

FEBRUARY 2022 — MARCH 2023

- Designed and developed marketing plans and literature for events.
- Planned and coordinated all social and educational events for employees and customers.

Student Assistant in the E-Commerce & Purchasing Department, Perfekter Halt GmbH & Co. KG, Remscheid

SEPTEMBER 2020 — MARCH 2023

- Photographed merchandise and prepared written descriptions of items for auction on company website.
- Negotiated prices, discount terms and transportation arrangements
- Verified receipt of items by comparing items received to items ordered and resolved shipment order errors with suppliers.

Student Assistant in the Sales Department, Perfekter Halt GmbH & Co. KG, Remscheid

JULY 2018 — SEPTEMBER 2020

- Offered friendly and efficient service to customers, handled challenging situations
- Answered customer telephone calls promptly to avoid on-hold wait times.

Au Pair, Cultural Care Au Pair, Connecticut

APRIL 2017 — MAY 2018

- Offered top-notch care to three children at once, ranging in age from three to ten.
- Regularly travelled with family to help with vacation activities and childcare.

Education

BA: Multilingual Communication, University of Applied Sciences (TH Köln), Cologne

SEPTEMBER 2018 — PRESENT

Project Management, International Marketing, Transnational Management, Organizational Psychology, Business and Administration, Intercultural Communications (and more)

Semester Abroad, University of Southampton, Southampton

SEPTEMBER 2021 — FEBRUARY 2022

Cognitive Psychology and Psycholinguistics

Contact Details

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Skills

Fast Learner

Time Management

Collaboration & Teamwork

Languages

German (C2)



English (C1)



Spanish (B2)



Software

Microsoft Dynamics NAV

Microsoft Office