

MULLER JADE

SALES ASSISTANT

CAREER OBJECTIVES

Highly motivated, willing to learn and also ready to face responsibilities. Eager to get new professional experiences while discovering the american culture and improving my english level as well.

ACTIVITIES AND INTERESTS

- Travel (England, Spain, Germany, Italy, Greece, Switzerland, Czech Republic, Martinique, United-States)
- Cooking (french and italian cuisine)
- Wine knowledges

LINGUISTIC AND COMPUTER SKILLS

French : mother tongue

English : fluent (2012 : Linguistic journey in England)

German : good skills

B2i and C2i : Computer ability tests (software knowledge ; AS 400, word processing Windows, MAC)

CONTACT ME

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CAREER HISTORY

Export sales assistant (Canada area) - Customer Service

Les Grands Chais de France | September 2017 - today

- Customers follow up through back office work (from the receipt of purchase orders to the invoicing)
- Dealing with customs documents in foreign languages on a daily basis
- Sending of samples of wines and spirits for different events
- Filling up submissions forms for various invitation to tenders and contests
- Setting up tastings and customer 's visits (french and english speaking)
- Portfolio management
- Litigation management

Final year internship, export sales assistant (China, Hong-Kong, Taiwan area)

Les Grands Chais de France | July 2017 - September 2017

- Customers follow up through back office work in foreign languages

Customer adviser, student contract

GEOX | September 2016 - July 2017

- Reception and customer's recommendation in french, english or german
- Promoting the brand
- Receiving payment

Temporary worker

SEPHORA | December 2015 - August 2016

- Reception and customer's recommendation in french, english or german
- Promote the brand
- Receiving payment

ACADEMIC HISTORY

University of Strasbourg

Bachelor's Degree in Applied Modern Languages | 2014 - 2017

- French, English, German, Spanish

High School Saint-Antoine

Literature baccalaureate | Class of 2014

- Speciality extensive english, with honors