

Sarah Leitner



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Nationality: German
Date of Birth: 14th of February 1996

Career Objective

I am seeking for a responsible and challenging position that will utilize my education and background to expand my knowledge and achieve professional growth along with the organization.

Education

2015 - 2019

University of Applied Sciences Munich
Bachelor in Tourism Management with focus on
Business Administration

2006 - 2014

Ignaz-Günther-Gymnasium Rosenheim
University-Entrance Diploma

Professional experience

2018 – 2020

ADLIN UG, Sindelfingen, Germany
Marketing Assistant and Accountant

- Design, content and maintenance of the company's website
- Creation of marketing plans
- Managing Social Media sites and emails from clients
- Analysis of market and competition
- Product planning, managing product portfolio and creating deviation analysis
- Price calculation
- Invoicing
- Controlling of budgets

2018 / 19 weeks

Ocean by H10 Hotels, Puerto Morelos, Mexico
Internship Marketing, Sales, E-Commerce, Quality Management, Public Relations, F&B

- Creation of monthly sales reports
- Price management according to market development and tender preparation
- Design, content and maintenance of the hotel's website
- Creation of marketing plans
- Managing Social Media sites and emails from guests and agencies
- Closing and managing contracts with suppliers
- Assistance of the hotel manager
- Budget creation for the individual departments of the hotel

Qualifications

Language skills

German, native language

English, fluent

Spanish, UNlcert 1 / B1

Italian, B1+

Latin proficiency certificate

Computer skills

Microsoft Office

SAP

Dingus

Datev

Driver license

Class B

2016 – 2018

Becker Büttner Held, Munich, Germany

Assistance

- General office and secretarial duties e.g. correspondence, telephone
 - Checking invoices
 - Monitoring of delivery
 - Maintenance of system, tables and documents
 - Managing mailbox and controlling orders
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2014 - 2015 / 13 weeks

Wan Tourist Office, Ao Nang, Thailand

Internship Accounting, Administration, Sales, Marketing, Customer Service

- Accounting and supervising of finances
 - Creation of new offers
 - Administering contact and negotiating with suppliers
 - Development of new marketing channels
 - Customer service on the phone and consulting in the shop
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2012 – 2015

Prinzipal Catering & Events Rosenheim

Assistance

- Participation in the organisation and the execution of events
- Operational support on the events and in the F&B section