

# Frederik Sieder

Miami, FL | +1 (786) 843 5909 | [frederik.sieder@gmail.com](mailto:frederik.sieder@gmail.com) | LinkedIn: [Frederik Sieder](#)

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Highly ambitious and engaged university graduate. Bachelor of Science in Business and Economics with major in International Management. Experienced background in Customer Service, Computer Skills, Data Entry, Retention and Collections. Raised in multicultural environment.

## Areas of expertise include:

- Fluent in: German and English
  - Effective Communication
  - Sales Experience
  - Currently learning French and Spanish
  - Customer Management
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## Professional Experiences:

### *German American Business Chamber (March 2018 - present), Volunteer*

- Responsible for maintaining and improving functionality of the new website as well as social media and digital marketing
- Performe event management and administrative tasks
- Part of a project to increase membership group as well as member-exclusive benefits
- Research possibilities to maintain and increase member loyalty

### *Chillhouse GmbH (June-December 2016), Salesman*

- Responsible for ensuring and maintaining customer satisfaction
- Regular consultation with Branch Manager
- Demonstrated excellent selling skills, strong communication skills and a deep understanding of offered products and services

### *Tax Consultancy Koecher (August-September 2015), Accounting Intern*

- Performed accounting-related analyzes and evaluations
- Knowledgeable in Accounting Software
- Took part in planning business start ups as well as client acquisition

*Deutsche Bank (June-July 2010), Bank Teller Intern*

- ❑ Reviewed and maintained customer accounts
  - ❑ Took part in business-related client meetings
  - ❑ Performed regular daily tasks such as meeting clients and monitoring accounts
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## **Education**

*Friedrich-Schiller University (September 2017, Jena, Germany)*

Bachelor of Science in Business and Economics

Major field of study: International Management

*Gymnasium Carolinum (June 2016, Neustrelitz, Germany)*

High School Diploma

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## **Additional Skills**

Microsoft Office including Word, Excel, PowerPoint

SAP

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## **References**

*Available upon Request*