

# Rojda Polat

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Name: Rojda Polat  
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Born: 06/02/1995 in Hamburg  
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## Education

09/2016 - 2020

### **Bachelor of Arts in Business**

Northern Business School (Hamburg, DE)

- Major field of study: International Management, Real Estate Management

2006 – 2014

### **High School Diploma**

Gyula-Trebitsch Schule Tonndorf (Hamburg, DE)

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## Practical Experience

02/2018 – 06/2018

### **Volunteer / Intern**

German American Business Chamber (Miami, USA)

- Project Management, Social Media, Digital Marketing and Event Management
- Administrative Tasks
- Finance and Accounting

12/2016 – 02/2018

### **Student Trainee in Real Estate Management**

Maklaro GmbH (Hamburg, DE)

- Order processing as well as office management
- Creating exposés as well as handling real estate offers
- Correspondence and consultation with clients
- Data Entry, Retention and Collection

04/2016 – 06/2016

### **Sales Consultant in Retail**

08/2016 – 12/2016

Pull & Bear Deutschland B.V. & Co. KG (Hamburg, DE)

- Performed customer advisory and sales activities
- Responsible for showcasing offered products
- Ensured order in assigned departments

09/2014 – 02/2016

### **Sales Consultat in Retail**

H&M Hennes & Mauritz B.V. & Co. KG (Hamburg, DE)

- Preperation and upkeep of the product assortment
- Performed customer service as well as sales activities
- Merchandise presentation and utilization of promotional activities

12/2012 – 09/2014

### **Saleswoman in Restaurant Trade**

Amend Restaurantbetrieb Wandsbeker Marktstraße GmbH & Co. KG  
(Hamburg, DE)

- Performed regular daily tasks such as customer services and sales activities
- Preparation of products

06/2011

### **Internship in Photography**

Thomas Peters Fotografie (Hamburg, DE)

- Duration: 2 weeks
- Setting up the scenes to be photographed
- Photography and Photoshop

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## **Further Education**

02/2017

### **Advanced Seminar „Business English“**

Northern Business School (Hamburg, DE)

- Duration: 2 days

06/2011 – 07/2011

### **Englisch Language Course**

Oxford College of English (Torquay, GB)

- Duration: 3 weeks

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## **Additional Skills**

Languages:

Turkish – Mother Tongue  
German – Mother Tongue  
English – good oral and writing skills (B2)

Software:

MS Office including Word, Excel, PowerPoint

Miscellaneous:

Driver's License (International)

*Miami, March 30<sup>th</sup> 2018*



Rojda Polat