Theresa Sonntag

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**EDUCATION**

BARUCH COLLEGE/CUNY, New York, NY Expected Graduation: December 2018

*Bachelor of Arts in Corporate Communication*, Minors: Sociology & Marketing GPA: 3.1

Relevant Courses: - Communication for Executives - Consumer Behavior

 - Managerial Communication - International Management

 - Business Communication - Digital Marketing

WESTCHESTER COMMUNITY COLLEGE, Valhalla, NY August 2014 – December 2014

*Bachelor of Arts in Business Management* GPA: 3.77

WORK EXPERIENCE

Boostr, New York, NY September 2018 – Present

*Marketing and Sales Intern*

* Build Marketing Strategy and work on booster’s social media
* Create weekly internal Newsletter
* Help Sellers with theirProspecting Sheets

FRANKIE & JOHNNIES STEAKHOUSE, New York, New York February 2017 – Present *Hostes*s

* Arrange customer seating, resolve issues in the restaurant as they arise and address customer concerns as needed
* Taking reservations via phone and in person
* Responsible for coat check

NANNY, New York, NY August 2015 – Present

*Language teacher*

* Provide care for two children (a 7-year-old girl and a 5-year-old boy), which includes tasks like playing with them, light housekeeping, and meal preparation
* Assist with picking up the children from school Monday through Friday and arrange playdates
* Teach the children how to read, write and speak in German

Nestseekers International, New York, NY May 2018 – August 2018

Marketing & Social Media Intern

* manage and update listings for maximum potential leads
* daily calls to clients & prospective clients
* improving social media skill set, ex: (flyers for mailers, online newsletters, mail chimp)

BAKERY HAUSMAN, Wolpertswende, Germany September 2010 – July 2012

*Sales Associate*

* Ensured quality and freshness of baked goods while assisting with sales of said goods
* Cleaned and organized the bakery

EXTRACURRICULAR ACTIVITIES

KLJB Wolpertswende, Wolpertswende, Germany December 2009 – September 2012

Secretary and Vice President

*Volunteer*

* Helped to organize meetings and took notes during meetings for the public
* Communicated and wrote articles about events and meetings with local newspaper
* Helped organize events and trips for 15-20 young adults and kids

SV Wolpertswende, Wolpertswende, Germany June 2010 – September 2012

Soccer coach for children between 3-6 years-old

*Volunteer*

* Conducted hourly training sessions twice a week for 20-25 kids and taught soccer rules and effective soccer techniques
* Coached the soccer players during tournaments on the weekends
* Organized small parties for parents and children on the soccer team

SKILLS

* *Languages*: Fluent in German and English, Conversational Spanish
* *Computer*: Microsoft Word, Excel, PowerPoint, Access, Internet Research Windows, Social Networks (Facebook, Instagram,

 Snapchat, YouTube)