

Alexandra Stefanie Stoelzle

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OBJECTIVE An internship in real estate development, which will allow me to utilize my attention to detail, analytical, interpersonal, and marketing skills acquired through work experience and education.

EDUCATION **Grand Valley State University** – Seidman College of Business, Allendale, MI
2005- **Bachelor of Business Administration**, expected May 2010
Double major in International Business and Marketing, Minor in Economics
GPA: 3.2; Dean's List, Winter 2008
Winter 2009 **Study Abroad: Ludwig-Maximilians-Universität**, Munich, Germany

LANGUAGES

- **English** – Fluent, native
- **Spanish** – Intermediate Conversational and Written
- **German** – Fluent, native
- **Mandarin Chinese** – Limited Conversational and Written

COMPUTER SKILLS

- Windows 95/98/XP/Vista
- Microsoft Office 1997-2008
- SAP
- Mac OS X Leopard/Snow Leopard
- Adobe Photoshop and Illustrator
- PASW

RELEVANT COURSEWORK & PROJECTS

Real Estate Economics: Data analysis report (MSA): Los Angeles/Long Beach/Santa Ana, CA

Urban Economics: Data analysis report (City): Farmington Hills, MI

Managerial Finance: Company financial analysis: Macy's Inc.

Business, Social Change & Ethics: Thesis Paper - "The Plague of the American Economic System"

LEADERSHIP EXPERIENCE

2009- **President**, American Marketing Association
Participated in National Case Study Competition 2007 and 2009
Recruitment; gained 32 new members in 2008-2009 school year as Vice President of Membership
Blood Drive; 46% increase in overall donations and a 93% increase in first time donors
Relay for Life

CO-CURRICULAR/VOLUNTEER ACTIVITIES

- Alpha Kappa Psi – Business fraternity
- Seidman Real Estate Group
- Delta Phi Alpha – German honors fraternity

RELEVANT WORK EXPERIENCE

Summer 2008 **Thielenhaus Microfinish Corp.**, Novi, MI

Marketing Intern

- Planned & created all marketing materials & budget for a large two-day long company event
- Assisted in the overhaul of the company website.

Summer 2006

Office Assistant

- Created Excel spreadsheets, sat in on international videoconferences, implemented CardScan, translated documents from English to German and vice versa, phone operation, organizational duties
- Developed diversity skills working in an office with an international company.

Summer 2008

Music Hall Center for the Performing Arts, Detroit, MI

Marketing and Public Relations Intern

- Researched performers, found pictures for marketing materials, wrote press releases, prepared blurbs for programs and website event descriptions
- Created an intricate spreadsheet for managers

5/2006 – 6/2008 **Abercrombie & Fitch**, Novi, MI

Brand Representative (Model) & Impact Team

- Exemplary customer service skills; ensured each customer was acknowledged and taken care of immediately and paid close attention to detail maintaining the visual aspects of the store