

## ANNIKA JANSEN

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### EDUCATION

**American University**, Washington, DC May 2007  
B.A. in Business Administration: International Business with specialization in International Finance and Marketing  
Cumulative GPA: 3.87/4.0, *magna cum laude*  
*Honors*: Dean's List, University Honors Program, and National Society of Collegiate Scholars  
Relevant Courses: Financial Accounting, Managerial Accounting, Tax Accounting, International Marketing, Marketing Research, Consumer Behavior, Export-Import Management

### WORK EXPERIENCE

- Marketing Intern**, Lufthansa Cargo AG, Los Angeles, USA Summer 2006
- Assisted with creation, preparation, and distribution of regional promotions and communications
  - Responsible for organization of internal events like meetings and trainings
  - Assisted with implementation of sub-processes in sales region
  - Aided with market research and administrative support in daily business operations
- Finance Intern**, Escada USA Inc., New York, NY Summer 2005
- Assisted with preparation of monthly reports and analysis
  - Aided in preparing the annual budget and periodic forecast
  - Coded the department's invoices and send them to A/P for processing
- German Language Tutor**, American University, Washington, DC 01-2005 – 05-2007
- Instructed and assisted individuals with German grammar and oral and written communication
- Marketing Intern**, United States Naval Academy, Annapolis, MD 07-2004 – 12-2004
- Assisted in grassroots marketing efforts by encouraging sponsors to renew advertisements and distributing promotional items
  - Aided staff in creation and implementation of female and male soccer marketing plan
  - Contributed to the development of the "Billy the Kid" fan club for ages 12 years and younger
  - Participated in gameday operations for Navy Football and Navy Basketball
- Finance Intern**, Institute for European Politics, Berlin, Germany Summer 2004
- Assisted in updating the local data-base
  - Generated data and statistics for Accounting Reports

### OTHER ACTIVITIES

- President**, German Club, American University, Washington, DC 08-2005 – 05-2006
- Assisted and guided executive board in decision making
  - Served as liaison between members of club, university administration, and Austrian, German, and Swiss embassies

### SKILLS

*Computer*: Proficiency with Microsoft XP, ME, 98, 95, Outlook, Word, Outlook Calendar, Excel, PowerPoint, Publisher, Lexis Nexis, SPSS, Dreamweaver, POM for Windows

*Language*: German native, English fluency, Spanish proficiency, basic Italian, French and Latin