

## Curriculum Vitae

name:

Sandra Wehrheim

date of birth:

18.11.1968

since 01.09.1991

employed as export merchant / assistant to the general manager  
with export company concentrating on tools and associated items

main working fields:

assistant to general manager / export management

process supervision

logistic handling and supervision of overseas transports

preparation of customs and sales documents

correspondence with suppliers and overseas customers

checking order confirmations and invoices

working with Microsoft office, as well as internal company's software

1989 - 1991

apprenticeship as office clerk with a freight forwarding agent  
exam at Chamber of Commerce Remscheid

1986 - 1988

Berlitz language school

diplomas:

Berlitz-diploma commercial correspondent English and French

exam English for Commerce at the London Chamber of Commerce

exam Certificat Pratique de Français Commercial at the Chambre de  
Commerce et d'Industrie de Paris

exam commercial correspondent English at the Chamber of Commerce Bonn

1979 - 1986

Grammar school Sedanstraße, Wuppertal

1975 - 1979

elementary school Friedhofstraße, Wuppertal