

## **Ms. Olian Eyse**

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Acropolis str. 2386, Istanbul Turkey 011-23-765432

### **OBJECTIVE**

Seeking a full time, 18 week, voluntary internship where I may continue to use and expand my skills in business management, operations, and human resource issues.

### **EDUCATION**

University of Wisconsin-La Crosse, La Crosse, WI USA  
January 200X-Present Major: Marketing  
Fluent in Turkish Language

London Business College, London, England Major: Management of Businesses and Personnel  
Anticipated graduation in December 200X

### **BUSINESS RELATED EXPERIENCES**

**Legal Assistant**, Law Firm of Turkish Barrister Service, Istanbul, Turkey

- Prepared legal transcriptions and translations
- Entered data, prepared correspondence, answered client questions
- Scheduled appointments and court proceedings

**Office Intern**, Computer Programming Company, Summer 200X

- Used all Microsoft applications to conduct business operations
- Drafted letters, handled phone inquiries and provided sales support

### **COMMUNITY LEADERSHIP OPPORTUNITIES**

**Mentor**, Council of Foreign Citizens in Turkey, Youth Group

**Academic Tutor**, children, ages 6-17 years, ethnic minority families,

**Advisor**, Women's Support and Mentoring Group

### **LANGUAGES**

Fluent in Turkish, English good

### **HOBBIES**

Traveling, learning about different cultures, cooking, tennis