



**Lena Jersak**

Office Management Clerk, Trainee

**Service Profile:**

Back Office Management and Organization, Team Assistance, Sales & Marketing, Social Medias and PR

**Logistics Fulfillment:**

Ingram Micro CFS Eurohub Fulfilment GmbH

**Electrical & Mechanical Equipment Manufacturing:**

S+B Systemtechnik GmbH & Co. KG

**Metal & Sheet Metal – Construction:**

Stickel GmbH

**Retail & Craft:**

Bäckerei zum Schwan

**Experiences from previous jobs:**

Office Management in different departments, Logistics, Return and Complaint Management, Purchasing, Customer Service and Sales.