

Melanie Alonso

✉ mel0010@hotmail.com

📍 Fawnskin, CA

EXPERIENCE

Freelance Translator (Writing, translating, audio validation, subtitling etc.)

📅 currently

Office Assistant

Steinmetz Vorraber & Sonnleitner GmbH

📅 2021 - 2025 📍 Bruck an der Mur, Austria

Steinmetz Vorraber & Sonnleitner GmbH is a stonemasonry company specializing in grave installations.

- Sole responsibility for branch office in Bruck an der Mur; Quotation, order processing, sales, invoicing, appointment coordination

Seminar Manager

bfi Steiermark

📅 2017 - 2020 📍 Kapfenberg, Austria

bfi is one of the leading educational centers for all kinds of businesses and branches in Austria.

- Organization and supervision of trainings, coordination of teacher assignments, active customer acquisition, control and compliance with legal provisions, coordination and attendance of matriculation exams and other exams

Front Office Manager

Hotel Boehlerstern GmbH

📅 2008 - 2017 📍 Kapfenberg, Austria

The Hotel Boehlerstern is a modern 4-star conference hotel in Styria, Austria.

- Quotation, order processing, sales, invoicing, pre- and after-sales support, seminar support, website design, newsletter, social media

Industrial Management Assistant

voestalpine Austria Draht GmbH (now voestalpine Wire)

📅 2004 - 2006 📍 Bruck an der Mur, Austria

voestalpine Wire is a leader in the production of wire rod, cold heading wire, flat and shaped wire, prestressing steel wire and strands.

- Quotation, order processing, sales, invoicing, office management, shipping organization

Apprenticeship Industrial Management Assistant

voestalpine Austria Draht GmbH (now voestalpine Wire)

📅 2001 - 2004 📍 Bruck an der Mur, Austria

EDUCATION

Advanced training

office and administration area

📅 2007 📍 Kapfenberg, Austria

Secondary school

📅 1996 - 2000 📍 Bruck an der Mur, Austria

Federal institution

of higher education for economic professions

📅 2000 - 2001 📍 Leoben, Austria

Elementary school

📅 1992 - 1996 📍 Oberaich, Austria

SKILLS

Languages: German (Native), English

MS Office Programs

Forklift driver's licence

Writing, translating, subtitling, audio validation (Translator from the German version of Thom Pace's biography "Time traveled")