



SUZANNE HULL

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Summary of Qualifications

- Able to communicate well, maintaining effective performance under pressure
- Strategic planning and organizational skills with impeccable attention to detail
- Ability to successfully manage multiple priorities and assignments
- Articulate and creative, offering innovative and practical solutions
- An experienced team player, bringing enthusiasm and energy to group efforts
- Excellent customer relationship, presentation and both written and verbal communication skills

Employment History

Contemporary Business Solutions, Pleasant Hill, IA

Owner, "Get It Done Girl" (November 2009 - Present)

- Offering businesses an alternative staffing option to the traditional full-time, permanent employee. I offer a variety of services on a contract-basis:
- Social Media Coaching, Consulting & Community Management · Event Planning & Conference Management · Translation Services – German & Spanish to English · Office Support · Basic Website Development · Marketing Plan & Promotions Plan Development · Association Management

Iowa United Nations Association, Pleasant Hill, IA

Part Time Event Coordinator, Des Moines/Ames Chapters (July 2009 – July 2010)

- Responsible for overseeing and organizing local events, including the management of interns and volunteers, to educate the community on the goals and values of the United Nations
- Coordinated with the administrative staffs of various non-profits, churches and university partners
- Encouraged collaborative relationships among members and potential members
- Developed and maintained a Social Media marketing campaign for the statewide organization
- Provided consultative and administrative support to the Iowa Board of Directors

Hy-Line International, West Des Moines, IA

Sales Support Manager (April 2003 – February 2009)

- Assisted with international and domestic trade show coordination including inviting current/potential distributors, sending promotional items to the event, staffing the booth and being the on-site point person for demonstrating IT initiatives
- Planned, coordinated and facilitated annual international sales meetings attended by subsidiary executives and regional business managers
- Worked with various departments to prepare company's annual sales budget including budget development, preparation, analysis and forecasting
- Developed and maintained corporate customer relationship management database for use in marketing campaigns, export document preparation and general distributor contact information
- Created monthly production and sales reports used to monitor goals and forecast supply needs
- Prepared documentation and organized logistics for all commercial hatching egg sales
- Worked with outside vendors to develop corporate promotional items inventory and decrease expenses by 15% over 2 years



Greater Des Moines Partnership, Des Moines, IA

International Program Manager, Government and International Relations (November 2001 – March 2003)

- Coordinated logistics of educational programs and volunteer events related to departmental activities
- Managed and maintained communications and financial infrastructure for International Relations activities
- Assisted in coordinating International Relations activities with the USDOC, Iowa Export Assistance Center
- Assisted International Relations research activities related to all aspects of international trade
- Supervised work experience for interns

Bayer AG, Leverkusen, Germany

Central Market Research Intern (February 2000 – June 2000)

- Maintained timely and accurate Central Market Research websites
- Provided an up-to-date comprehensive database including suppliers, customers and competitors
- Translated technical journals, databases, glossaries and speeches for corporate marketing staff into English

International Experience

- May 1996 – Kassel, Germany. Studied German at the Europa Kolleg
- May 1998 – Georgetown, Guyana. Two weeks spent visiting financial institutions, government agencies, corporations and local families. Two weeks spent in Interior of country conducting biological research and making economic observations
- July 1999 – July 2000 – Cologne, Germany. Participated in the Congress-Bundestag Youth Exchange for Young Professionals including language training at the Carl Duisberg Centrum, coursework in business studies at the Cologne Polytechnic and an internship at Bayer, AG
- August 2004 – Antigua, Guatemala. Two-week intensive Spanish language course. Lived with a host family

Community Involvement

- Unemployed in Des Moines Networking Group, *May 2009 – Present, Founder*
- Stammtisch – Des Moines German Club, *April 2009 – Present, Founder*
- Social Media Club of Des Moines, *Apr 2010 – Mar 2012, Treasurer; Mar 2012 – Sep 2013, President, Current Past President*
- Greater Des Moines Leadership Institute Class of 2013, Class Project Marketing/Logistics Co-Chair, GDMLI Marketing Committee, *2013-2014*
- Urbandale Chamber of Commerce, genYP Leadership Committee, *Mar 2013-Present*
- American Marketing Association, *Dec 2013 – Present, Member*

Language Proficiency

- German – *fluent in both the spoken and written language*
- Spanish – *intermediate skill level in both the spoken and written language*

Education

BA Business Administration and Economics

Wartburg College, Waverly, Iowa

- Recipient of the Wall Street Journal Award for Most Outstanding Business Student by Wartburg Business Faculty
- Dean's List four years, graduated with honors
- Concentration in International Business, minor in German, Intercultural Certificate

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