

# Martha Gross

---

## INFORMATION

Date of Birth: April 19th, 1990  
Nationality: German

## CONTACT

16th S4th St  
11211 Brooklyn, New York  
t: +123 23211 61 44 71 | e: martha.gross@acme-inc.com

---

## EXPERIENCE

---

**Ecogenio International GmbH**  
New York, USA  
March 2021 –

### **Business Operations Manager**

Managing large strategic projects with a major impact on the business (e.g., revising the pricing and offering landscape); Seeking technical and organizational synergies between all subsidiaries within New Work SE; Point of contact for business strategy and analysis of data across all departments; Prioritizing projects for the coming year and setting the stage for these projects

**Every Foods**  
Berlin, Germany  
April 2020 – February 2021

### **Junior Operations Manager**

Increasing the effectiveness of internal processes by identifying optimization opportunities, Representation of the CEO on issues related to sales and budget planning, Increasing the success of Prescreen through sales controlling and the preparation and interpretation of business-relevant KPIs across all departments, Collected and reported KPIs, including customer engagement metrics, campaign performance metrics, and competitive analysis data to the Executive Board

**Temperin E-Recruiting GmbH**  
Vienna, Austria  
February 2019 – March 2020

### **Sales Assistant**

Supporting the managing director and senior management: providing performance insights of XING E-Recruiting solutions, supporting budget forecast, creation of quarterly business reviews for the board of directors

**Fredericos Online Germany GmbH**  
Munich, Germany  
September 2018 – January 2019

### **Intern - Account Management**

Optimization of campaigns (FMCG and consumer-electronics clients) to generate growth across all Fredericos Advertising channels, creating reports to give recommendations for optimizations in consideration of the campaign goal, creation of campaign results and preparation of customer meetings, conception of target groups

**Good for brands**  
Vienna, Austria  
October 2017 – September 2018

### **Junior Consultant**

Typical PR agenda: text editing, managing media distributors, conducting general and specific research, administrative activities, development and support of communication campaigns, customer care

**Austrian National Bank**  
Vienna, Austria  
July 2017

### **Intern Administration and Coordination Department**

Active collaboration and support in business continuity and risk management, project creation, organization of internal trainings

**Unuya Inc.**  
Vienna, Austria  
February 2017 – June 2017

### **Marketing Assistant**

Editing of customer newsletter (HTML), research and project planning, graphic creation and editing content for social media channels, establishing contact and cooperation with external cooperation partners, idea development and implementation, creation of promotional campaigns with high publicity impact

**UberEATS**  
Vienna, Austria  
October 2016 - February 2017

### **Community Support Representative**

Customer Care and first contact person in customer service, creation of menus and issuing vouchers

**Brain Shoes AG**  
Vienna, Austria  
February 2016 - August 2016

### **Assistant**

Brand and target group evaluation, conducted a survey on 3000 people and analyzed the results, media planning

**Vienna Fair**  
Vienna, Austria  
April 2014 - January 2016

### **Junior Sales Manager**

Customer service, conducting competitions, distribution of promotional items and sales for various customers