

Kontakta

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(LinkedIn)

Främsta kompetenser

CSS

HR technology

Microsoft Excel

Languages

Tigrinya

English

Swedish

Italian

Milen Tecle

HR Coordinator på Mannheimer Swartling
Stockholm, Stockholm, Sverige

Sammanfattning

Operative, self-driven and loyal. Where others see problems, I see solutions. I am positive, appreciate humor and keen to learn new things.

Erfarenhet

Code Institute

4 månader

Code Institute Student

augusti 2023 - Present (4 månader)

Project 2 - Javascript | HTML | CSS

oktober 2023 - oktober 2023 (1 månad)

This project is a general knowledge quiz about the human body. The languages used to build the quiz were HTML, CSS and Javascript. The quiz offers three different levels and the user can get the scores sent to their email. The quiz is for everyone, for those curious about their general knowledge about the human body and for those wanting to improve their knowledge.

I'm aware of a small UX bug that occurs during a specific interaction, causing a delay in the responsiveness of the "Next" button. Once the course is completed, I'll implement a fix by temporarily disabling the "Next" button during the delay.

Project 1 - HTML | CSS

september 2023 - september 2023 (1 månad)

Static Front-end Website

For my very first project I built a static front-end site using all the technologies I learned in the HTML and CSS course with Code Institute so far.

Coffee ceremony is a website intended for coffee lovers and coffee drinkers with a curiosity and interest in other traditions and cultures. Coffee ceremony will introduce the coffee ceremony of Ethiopia and Eritrea.

Mannheimer Swartling

5 år 7 månader

HR Coordinator

december 2019 - Present (4 år)

Stockholm, Sverige

HR-assistant

maj 2018 - december 2019 (1 år 8 månader)

Stockholm, Sverige

Transfer

Marketing, IT and communication

mars 2016 - januari 2018 (1 år 11 månader)

Solna

My role at Transfer was mainly to help build up and improve the business.

Main responsibilities:

- SEO/SEM
- Wordpress/Content/Translations
- Marketing/Social media
- Testing and some implementation
- IT-solutions

Resursteamet AB

Coach

januari 2014 - december 2015 (2 år)

Stockholm, Sweden

As a coach at Resursteamet I coached people with neuropsychiatric diagnoses in daily activities.

Main responsibilities:

- Made individual plans with different goals for each client
- Planned and led a variation of activities
- Individual and coordinated meetings as part of the planning
- Started a work-unit with a particular focus

Rinkeby - Kista SDF

Occupational Therapist

januari 2011 - januari 2014 (3 år 1 månad)

Stockholm, Sweden

I carried out assessments of work area and working conditions for clients far from the labor market. The target audience was 18-64 years.

Main responsibilities:

- Implemented Motivational Interviewing as a method
- Coaching
- Daily documentation
- Wrote reports with a recommended course of action

Rinkeby - Kista SDF

Supervisor

mars 2011 - 2012 (1 år)

Stockholm, Sweden

Supervised and coached occupational therapist students.

Rinkeby - Kista SDF

Summer job - Occupational therapist

juni 2010 - augusti 2010 (3 månader)

Stockholm, Sweden

I was primarily responsible for the practical work with the clients. I also took responsibility for a group of SFI students during the summer.

Main tasks:

- Led activities
- Lectures
- Assisted with homework

Starbucks

Barista

november 2006 - december 2007 (1 år 2 månader)

London, Storbritannien

Sales and service focus. I took responsibility to make daily summaries.

Utbildning

Karolinska institutet

Bachelor's degree, Occupational Therapy/Therapist · (2008 - 2011)

Scuola Leonardo da Vinci

Apr 2013 - Sep 2013, Italian Language and Literature · (2013 - 2013)

Stockholms universitet

Jun 2009 - Aug 2009, Data/IT, 7,5 hp · (2009 - 2009)

Löfströms Gymnasium

Social Sciences, Social Sciences · (2003 - 2006)

Ersta Sköndal högskola

Social law for supervisors, 7,5 hp · (2014 - 2015)