



# Milen Tecle

## Profile

If you are looking for an enterprising, self-driven and loyal employee who is passionate about finding solutions where others see problems, then you have found the right person. I am positive, have a good sense of humour and a keen interest in languages and digitalisation.

## Personal information

E-mail : m\_tecle@hotmail.com  
Phone : +46 737681850  
Driving license : B  
Marital status : Married

## Characteristics

- Problemsolver
- Analytical
- Structured
- Pragmatic
- Communicative

## Languages

Swedish : Mother tongue  
English : Fluent  
Tigrinja : Very good  
Italian : Good



## Work experience

May 2018 -  
Ongoing

Mannheimer Swartling Advokatbyrå AB  
HR Coordinator

- Processing and analyzing statistics
- Contract drafting
- Secondments
- System Manager
- Improvement of workflows

March 2016 -  
January 2018

Transfer Jobb AB  
Marketing, IT and Communications Officer

- A project management role in a start-up
- Overall responsibility for the flow of communication internally and externally
- Responsibility for Marketing, IT and Communication
- Involved in testing new features and services on the website

January 2014 -  
December 2015

Resursteamet AB  
Coach

- Coached people with neuropsychiatric disabilities
- Started up a job-oriented unit
- Established procedures and documents

January 2011 -  
December 2013

Arbetsmarknadsinsatser, Rinkeby – Kista SDF  
Occupational Therapist

- Conducted an assessment of the work area and working conditions on individuals far from the labor market
- Implemented motivational interviewing as a method at work
- Wrote investigative reports



## Education

August 2023 -  
Ongoing

Code Institute  
Full Stack Developer

The Code Institute's intensive diploma program in Full Stack Software Development, created and validated by industry experts and academics, provides practical skills in web development, e-commerce, predictive analysis, and advanced frontend. The online program is both intensive and rewarding, offering a comprehensive learning experience in various technology domains and languages.

November 2014 -  
February 2015

Ersta Sköndal högskola  
Social law for supervisors 7,5 credits

January 2008 -  
January 2011

Karolinska Institutet  
Occupational Therapy Programme, 180 credits  
Thesis: The relationship between daily activities and health, at the Department of Neurobiology, Health Sciences, and Society.

June 2009 -  
August 2009

Stockholm University  
Computer Science, 7,5 credits

August 2003 -  
June 2006

Löfströms Gymnasium  
Social science programme



## Courses

April 2013 - 30  
September 2013

Italian language course. Scuola Leonardo da Vinci



## Competences



## References

Available on request.