

Name

Current Address:

Permanent Address:

CAREER OBJECTIVE

Human Resource Management. Desire to work in the area of Human Resources utilizing my organizing, interpersonal and communication skills. Seeking placement in a multinational company having operations abroad to make use of my international experience. My special areas of interest are business relationships between Latin American and Scandinavian countries. Desired personnel areas include personnel selection, training and development. Willing to start in an entry level position, but eventually wish to become a Human Resource Manager.

EDUCATION

HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION
Mikkeli, Finland,

Bachelor of Business Administration. In the program courses are taken in 3 week modules (45 hours/course) with the emphasis on international business administration. All the courses are taught in English by visiting professors from the world's leading business schools. Major course work done in Human Resource Management.

PYHASALMI HIGH SCHOOL Pyhasalmi,
Matriculation Examination May 31, 19xx, Overall GPA: 9,55/10,0

ACTIVITIES AND HONORS

- ! Was given the award of the best graduating student from Pyhasalmi Junior High School in 19XX and also from Pyhasalmi Senior High School in 19XX.
- ! Won the second prize in the Finnish-British Society's National Essay writing competition in 19XX. All essays had to be written in English.
- ! On the second grade of high school was elected the class president. Tasks as the class president and also as a member of the student government included organizing social events and acting as a link between the students and the teachers clearing out conflict situations and improving information flows.

EXPERIENCE

CAPITALCONSULT LTD. Campinas, Brazil,
Secretary

September 19XX/December 19XX

Small investment consulting company representing Coutts & Co. in Brazil. Capitalconsult Ltd. has several companies and individuals as clients. Worked as a bilingual, personal secretary for the CEO. Learned about stock exchange operations and international investments. Responsibilities: Customer contacts, translating business letters from English to Portuguese, organizing customer files. Average 40 hours/week.

YAZIGI LANGUAGE SCHOOLS Campinas, Brazil,
English Teacher

February 19XX/September 19XX

Yazigi Language Schools is a very well known school chain in Brazil having branches in the most important cities of the country. The school offers supplementary courses for elementary and high school students, but also personalized courses for different professionals and executives.

Was responsible for teaching basic and intermediate groups, also junior programs (age 7-9 years). Occasionally taught individual courses. Although worked under supervision and was evaluated constantly, planned and gave the classes independently, evaluated the students' performance and maintained contact with students' parents. Participated in carrying out

several free time activities, such as Christmas parties and traditional square dances. Average 20 hours/week from February 19XX to December 19XX and 35 hours/week from January 19XX to September 19XX.

ART GALLERY CROQUI Campinas, Brazil,
Sales Clerk

June 19XX / December 19XX

Was responsible for sales of pieces of art and designing the frames. Also assisted in art auctions and exhibitions. Gained good knowledge of Brazilian artists and their work. Helped to develop and implement new frame styles and techniques. Average 30 hours/week.

OPDEC ENGLISH SCHOOL Campinas, Brazil,
English Teacher

April 19XX / January 19XX

Developed a new program for conversation classes and advanced students. Was responsible for teaching and evaluating the students, also for planning the classes. Average 40 hours/week.

RONKKO OY, SUPERMARKET Pyhasalmi. Finland,
Cashier, Sales Clerk

August 19XX / April 19XX

Worked during the high school years as a cashier and a sales clerk in different departments (clothing, food, fruit and vegetables). Work in clothing department included also window dressing. Average 15 hours/week, during school vacations 40 hours/week.

**INTERNATIONAL
EXPERIENCE**

Studied in Brazil from August 19XX to July 19XX participating the Rotary Exchange Program. Attended the second and third grades of the local high school. Very attracted to Brazilian culture decided to move to Campinas, state of Sao Paulo, after finishing my high school in Finland. Lived on my own and worked in Brazil during years 19XX-19XX. Through various courses, trips and free time activities gained thorough knowledge of Brazilian culture. In years 19XX-19XX traveled during school vacations in Europe, United States and Soviet Union. In 19XX took a language course in Ryde, Isle of Wight, England.

SKILLS

Languages

! Written German, French and Swedish, especially fluent English and Portuguese, native language Finnish.

Data Processing Skills

! Knowledge about Windows 6.0, Lotus 1-2-3 for Windows, Word for Windows and Excel for Windows.

Communication and organizational

! While working as a teacher gained good communication (verbal and written) and supervising skills. Pay attention to details, organized, persevering.

REFERENCES

TIJOMO TAPANINAHU, Chief Manager, Ronkko Oy, Janisniemi, Pyhasalmi, 86800 (984) 0000000

DR. ROBERTO PENTEADO, CEO, DAKO Industries, Av. Ccl. Silva Telles, 211, Cambui Campinas, Brazil, 13024-000, (192) 545387

DR. HEIKKI URMAS, Dean, Helsinki School of Economics and Business Administration, The International BBA Program, Lonnrotinkatu 5, Mikkeli, 50100, (955) 20441