

Name

Address

Phone

CAREER OBJECTIVE

Consultant or Project Manager: Working in an international environment in a management position which includes constant development possibilities and a challenging working environment. Would desire tasks requiring strong interpersonal skills, leadership and project coordination. In next ten years seeking to develop into a regional manager in a developing market area, such as Far-East Asia.

EDUCATION

HELSINKI SCHOOL OF ECONOMICS Mikkeli, Finland,

Bachelor of Business Administration, BBA 31.5.19XX, Overall GPA: 3.6, This school is highly respected among the BBA-program schools in the world. School hires professors from various prestigious schools like Indiana University, Northwestern University from USA, Sophia Univ. from Japan, Aston Univ. from UK etc. One course takes three weeks. Main emphasis is in international business.

HELSINKI UNIVERSITY Helsinki, Finland, Studied various courses in economics, mathematics and languages for three years. Minor degree in economics. Changed to BBA-program due to higher standards in business education and qualified professors.

ACTIVITIES AND HONORS

- ! Joined the world's largest student-run non-profit organization AIESEC, which consists of business students. Following activities are done through this organization unless mentioned otherwise:
- ! Joined in a 20-people group participating together with Junior Chamber of Finland in organizing the Annual World Congress of Junior Chamber of Commerce. I worked more than 40 hours during this week and my task was working as a driver for the VIP-guests in a transport team. September, 19XX.
- ! Participated in a team organizing an international theme week and study tour for 60 foreign business students. This project lasted for half a year and my responsibility area was company visits. Responsible for transportation for our guests during the week. April, 19XX.
- ! Member in a project team jointly with the Finnish Red Cross. Aim of this project was to give cultural understanding and education to high school students through a culture game. My task was in planning and executing the project as one of the lecturers. We also were invited to two Estonian Universities Tartu and Tallinn to give our presentation. November, 19XX.
- ! Corporate Development Controller in my local committee at the University of Helsinki. Task included seeking new potential companies and marketing our activities to them, creating a new board of advisers, fundraising, book keeping and generally initiating new ideas for cooperation between AIESEC and companies. May, 1st 19XX-May, 1st 19XX.
- ! Chairman of the first ESN-sector in Finland (ESN=European Student Network). ESN-group works under the International Division of the Student Union of Helsinki University. Task included establishing new concept of hosting incoming foreign students at Finnish Universities. During this year I got a lot of group leading and managing skills, stress handling and endurance. I was one of the two representatives in a European Annual Meeting in Utrecht, Holland, where 15 European countries were represented. Though my studies suffered I think I succeeded: In 19XX there are 9 ESN-sectors throughout Finland. February, 1st 19XX-February, 1st 19XX.
- ! Participated in a Finnish Trade Fair held in Hilton Convention Center Jakarta, Indonesia. Approximately 150 Finnish companies were represented. Official representative of three Finnish middle-size furniture companies. Responsible of sales and administration and marketing material. Project consisted of 12 persons and lasted one year. While in Jakarta I visited companies, got in contact with possible agents and joint venture entrepreneurs and did market research. Even though cultural differences were causing some problems, our companies got good contacts and some of them started joint ventures or hired agents.
- ! Participated in various sports: Played ice hockey on junior national level. Competed in windsurfing on European championships level. Coached a floorball team for one year. Managed to raise the team to upper division.

EXPERIENCE

HELSINKI GOLF COURSE Helsinki,

Caddie Master 6.5-17.10.19XX

This was a summer job and task included various activities such as customer service, cashier and accounting and general help.

OKO-BANK OF FINLAND/HEAD OFFICE Helsinki,

Assistant Dealer in Money Market Operations 25.5.-21 .8.19XX

Worked mainly in back office responsible of money transfers and handling short term financial credits. Last month wrote daily financial prognosis reports together with a senior dealer using Excel-program and interpreting currency fluctuations. In the fall two months of part-time work between studies.

OKO-HANK OF FINLAND/HEAD OFFICE Helsinki,

Assistant in the Money Market Operations 6.5-30.8.19XX

Assistant in the back office operations. Tasks included money transactions and handling short term credits and general help.

KOP-BANK OF FINLAND/HEAD OFFICE Helsinki,

Banking Assistant 28.8.XX-15.3.XX

Worked in the letter of credit department under a senior worker. The work was bill time and consisted of handling international money transactions.

ADDITIONAL SUMMER JOBS

During 'XX-'XX I've worked in various summer jobs while studying in high school such as construction sites, hospitals, hotels and in the largest Nordic retailing company Stockmann.

AIESEC-EXPERIENCE

During four year activity in AIESEC attended numerous national and international seminars and congresses. Improved personal skills such as public speaking, time management, human resource management and leadership through professional trainers. Trainers were from different multinational and national companies, consulting firms, ministries and other AIESEC local committees. In 19XX started training other AIESECers about establishing new businesses in South-East Asia, especially Indonesia.

HONORS

- ! Best local committee of AIESEC-Finland in 19XX
- ! Best project in AIESEC-Finland 19XX (Finindo Trade Fair)

SKILLS

- ! Training about public speaking.
- ! Organizing trade fairs and seminars.
- ! Establishing new contacts in South-East Asia
- ! LANGUAGE SKILLS:
- ! finnish - native speaker
- ! english - fluent
- ! swedish - proficient
- ! french - get by
- ! COMPUTER SKILLS: Mac/PC, Excel, Word, e-mail, unix, vax

ACHIEVEMENTS

- ! International project with Finnish Red cross for high school students in 19XX.
- ! Chairman of the European Student Network in the Student Union of Helsinki University in 19XX-'XX.
- ! Finnish Trade Fair held in Jakarta, Indonesia in August 19XX.

MILITARY

COAST ARTILLERY

Anti-aircraft troup. 6.8.19XX-2.4.19XX, Kotka, Finland, Lance corporal.

Promotion during mandatory service.