

# Name

Current and Permanent Address:

## OBJECTIVE

Marketing and Sales. A management position in a dynamic multinational company with an opportunity for professional and personal growth. Strongest area is in marketing based on working experience and studies in that area. Willing to relocate and travel.

## EDUCATION

**HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION,**  
Mikkeli, Finland, 10/XX-4/XX.

International Bachelor of Business Administration Program. Graduating April, 19XX.  
Ranked the second best business school in Europe by International Herald Tribune. During the two and half year program, courses are taught in English by faculty from top ranking universities like MIT and Indiana University. Intensive 45 class contact hours with strong emphasis on cases, teamwork, and analysis. Foreign study period required in the program. GPA B+

**TURKU SCHOOL OF ECONOMICS** Turku, Finland, 5-9/XX

A University Course of Marketing to German speaking countries. Studies of marketing, international business, German language and communication skills. **Conducted a market research of natural food in Europe for a large Finnish company.** 500 study hours.

**KOUVOLA COLLEGE OF INTERNATIONAL BUSINESS,** Kouvola, Finland,  
8/XX - 5/XX. Commercial College Diploma, Foreign Trade Branch. Studies focused on **international marketing**, languages, Finnish law and finance. A one-week study tour to London, England included in the two year program GPA B+

**PORKKALAN LUKIO (PORKKALA SENIOR HIGH SCHOOL)**

Kirkkonummi, Finland. Finnish Matriculation Examination May 19XX, GPA: 8.9/10.0

**MAINLAND REGIONAL HIGH SCHOOL**

Linwood, New Jersey, USA, 8/XX-6/XX. Graduate of High School June 19XX. Exchange student year organized by ASSE-student exchange organization. Main goal to improve English language skills before graduating in Finland and gaining international experience.

## FOREIGN LANGUAGES

\* English: Good                      \* Finnish: Native-speaker                      \* German: Moderate  
\* Swedish: Good                      \* Russia: Basic skills

## COMPUTER SKILLS

Good experience of WP, MS-DOS, MS Word, E-mail, Excel, Lotus. Basic knowledge of PowerPoint.

## RELEVANT EXPERIENCE 11/XX - 3/XX

**EXEL LTD., Mäntyharju, FINLAND.** *Marketing Assistant*

Exel Ltd. is a subsidiary of NESTE Ltd.. It manufactures golf shafts, surfing masts, skiing poles and other special products related to laminates and high tech. 200 employees in two plants with turnover of 100 mit FIM/year. Concentrates strongly on exporting.

- \* Performed International Marketing and as Liaison to Government Authorities
- \* Responsible for Attendance in International Fairs. Logistics and Forwarding
- \* Responsible for Customer Relations

10/XX - 10/XX

**MIKKELI POLYTECHNIC, Further Education and Technology Service, Mikkeli, FINLAND. *Finance and Marketing Assistant***

Government owned college of 1500 students and faculty of 200. Further education and technology service department generates over 4 mil FIM/year turnover.

- \* **Responsible for Marketing**, PR Duties. Financing, Budgeting and Accounting
- \* Organized and Supervised Attendance to Fairs, Short and Long Term Courses
- \* Designed and Maintained Information Files, Budgeting and Accounting Systems

11/XX - 9/XX

**MIKKELI AUTOKULJETUS OY, Mikkeli, FINLAND. *Office Assistant***

A transportation company owned by 50 entrepreneurs. 10 employees, turnover of 10 mil FIM/year.

- \* Responsible for Monthly Dividends to Owners, Invoicing and Salary Payments
- \* Participated in Price determination Process

9-11/XX

Summer job

**HELSINKI UNIVERSITY, Mikkeli, FINLAND. *Office Assistant***

Department of Agricultural Research and Education employing 50 people and providing training for entrepreneurs of forest and agricultural branch.

- \* Established a New Computer Based Library and Gathered Material for Database
- \* Promoted Internal Services

6-8/XX

Summer job

**SAVON SANOMAT, Mikkeli, FINLAND. *Newspaper Assistant***

Local News paper with 100 employees.

- \* Responsible for Computer Based Advertisements, News, and Customer Service

5/XX - 5/XX

**AMERICAN SCANDINAVIAN STUDENT EXCHANGE (ASSE), ASSE-Finland, Helsinki, FINLAND. *Marketing Assistant***

An exchange student organization with headquarters in Laguna Beach, California. Non-profit organization. ASSE-Finland sends on average 250 students/year abroad.

- \* **Launched EurAuPair- Program to Finland**
- \* Marketed High School Student Exchange Programs
- \* Responsible for Translations and Design of Marketing Materials
- \* Responsible for Seminars, Interviews and Training Sessions

**INTERESTS**

Sailing, Bicycling, Junior Chamber activities, Photographing, Badminton.

**REFERENCES**

Tiim Saalmar	Maaret Heikkinen	Laila Huttunen
Export Manager	Export Manager	Professor of Marketing
Visuski Ltd.	Foreign Trade Assoc.	Mikkeli Polytechnic
Pärnu, ESTONIA	Mikkeli, FINLAND	Mikkeli, FINLAND
Heli Alanko	Pia Valtonen	
Quality Manager	Educational Manager	
Exel Ltd.	Mikkeli Polytechnic	
Mäntyharju, FINLAND	Mikkeli, FINLAND	