

# ANNA BJORN

907 Boylston St. Apt 42  
Boston MA 02115  
(760) - 704 – 7832  
anna.bjoern@gmail.com

## PROFILE:

Analytical with a great eye for details, focused on results and dynamics. Strong international relations and communicational skills driven by challenges, development and curiosity.

## EDUCATION:

**Northeastern University**, Boston Massachusetts

Apr 2013 - Aug 2014

*BA Science in Leadership & Business, Summa Cum Laude*

**Frans Schartaus Handels Institute**, Stockholm, Sweden

Aug 2006 - June 2008

*Associates Degree in International Business & Tourism program*

## WORK EXPERIENCE:

**Michael Page International, Boston, USA**

Feb 2014 – current

*Recruitment Consultant Intern*

- Developing permanent and temporary Services Department

**Danish Chamber of Commerce Beijing, China**

Dec 2011 – Apr 2012

*Membership Coordinator*

- Updating membership database and develop monthly membership reports
- Responsible for transcribing membership committee meeting notes and correspondence
- Develop and generate membership prospects through event planning and networking

**Asian Tigers Relocations Services Ltd. Beijing, China**

Oct 2009 - Aug 2011

*Corporate Services Manager (Beijing Representative)*

- Successfully managing and expanding connection and sales for the European and Nordic regions
- Key account managing
- Assisting Human Resources department for new recruits, coordinating interviews, screening resumes, internal training and event planning
- Conduct daily sales meeting with corporate and private clients and reports
- Customizing proposals and proven negotiation skills
- Set strategically targets, guidelines, development of opportunities and follow ups
- Marketing and Business development planning

**HRG Nordic Group (AB)** Stockholm Sweden

Jun 2008 - Feb 2009

*Business Travel Consultant & Web traveler Specialist*

- Key account management, reporting, updating company policies and business development

- Consult Business travelers and professional customer support - covering the Nordic Region
- Sales, systems and multilingual solutions operator ensuring ongoing compliance

**LANGUAGES AND SKILLS:** Proficiency in German, Mandarin, English, Swedish, Norwegian and Danish. Certified and literate with Microsoft Office programs and Google Apps/docs and Amadeus/Sabre platforms. IATA Certified and holder of TRAC - Travel Academy Certification.