

ANNA BJORN

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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.