**ANNA BJORN**

*907 Boylston St. Apt 42*

*Boston MA 02115*

*(760) - 704 – 7832*

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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*

F**rans 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.