

NAME

RESUME

Current address:

Permanent address:

CAREER OBJECTIVE

Russian Trade Specialist. At first to acquire trainee place infirm conducting Russian trade or consultation. After some years of work experience continue studies in MBA and develop high knowledge in area of doing business in Russian region.

EDUCATION

Helsinki School of Economics and Business Administration International Bachelor of Business Administration Program in Mikkeli. Finland (19XX/19XX)

After completion of 22 courses, earned a 3.57 GPA. BBA program features:

- ! All courses are taught in English by visiting Professors from top business schools from around the world
- ! Intensive pace of studies (one semester course compressed into three week module) which prepares students for work life
- ! BBA program was ranked among best in the world by The International Herald Tribune, (Tuesday, April 27, 19XX, page 10)
- ! Required foreign study period in a university located in either North America, Asia or Europe

St. Petersburg State University. Russia (19XX/19XX)

Studied economics and Russian language

Goethe Institute. Berlin (19XX)

Spent two months by studying German language

Finnish-Russian Language School of Helsinki (19XX/19XX)

Passed Matriculation Exam 19XX

Festus R6 High School. Missouri. USA (19XX/19XX)

Successfully completed senior year as a foreign exchange student

EXPERIENCE

Research assistant for Hannu Ollikainen (19XX)

Proof typing of interviews for Hannu Ollikainen, the Editor of "Talouselämä" magazine (Finnish equivalent to The Economist)

Service in Finnish army (19XX/19XX)

Assigned to the office work, as had the necessary skills and experience. Was responsible basically for running office work of basic unit. Got awarded with "Hankoniemi" cross because of excellent service

Office secretary and drawing assistant (19XX/19XX)

Worked almost all spare time at a 10 person electricity engineering firm, Sähkösuunnittelutoimisto Olavi Friberg Ky, owned by father, doing all types of office tasks, translations, and also some ink pen and Auto-Cad drawing

HOBBIES

Very computer literate

Owens both PC and Macintosh computers. Has a lot of experience of using MS Word, Excel and WP programs. Has experience of constructing Internet hornepages with HTML language. Knows well DOS and Windows environments

Offshore yachting

Has twice taken part in Gotland Runt sailing competition and twice Cutty Sark's Tall Ships Race as a crew member of the 60 feet yacht

Downhill skiing since 19XX

Orange belt in Karate

LANGUAGES

Finnish - native language

English - fluent

Russian - 12 years in the school and one year in St. Peterburg, Russia

German - knows enough for basic business communication

Swedish - basics

REFERENCES

Heikki Urmas
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