

## NAME

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Present address:  
Permanent address:  
Phone:  
E-mail:

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### OBJECTIVE

Transportation specialist in a multinational company

### EDUCATION

**THE HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION**, Mikkeli, Finland.

Bachelor of Business Administration, 19XX to 19XX, anticipate graduate in spring 19XX, current GPA 3.8.

A half-year *study abroad period* in 19XX, *instruction in English*, intensive three-week courses emphasize *team work, problem solving and case analysis*.

This BBA-Program was ranked the second best BBA-Program in Europe by Intl. Herald Tribune in spring 19XX.

**EURAN LUKIO (HS)**, Eura, Finland.

50 students in each incoming-class, matriculation examination in 19XX, graduated Laudatur.

### ACTIVITIES

- \* Responsible for *tutoring exchange students* in the BBA
- \* Participated voluntarily in *case leaderships*
- \* High school *class president* and a member of the Student Board in Euran lukio during semesters 19XX-19XX and 19XX-19XX
- \* Sang 6 years in school choir, attended several occasions with it

### HONORS

Received many scholarships for excellent academic achievements

### WORK EXPERIENCE

Uudenkaupungin Kuljetus Ky. Kuljetusliike Kauko Koskinen Ky.

Both of these companies are *part of a larger transportation conglomerate called Koskinen-Yhtiöt*, consisting of about 60 trucks and other transportation vehicles and more than 100 employees. *The 25<sup>th</sup> biggest transportation company in Finland*, transports various goods in Finland and to the rest of the Europe and Russia.

Initially I performed simple tasks and little by little *gained more responsibility and more demanding tasks*. During this work period gained lots of general knowledge of this field which now can be used in my studies of cases, team works and projects.

**UUDENKAUPUNGIN KULJETUS KY**, Eura, Finland.

Office staff

01.05.19XX - 30.09.19XX

- \* worked in the office of a haulage company managing the telephone exchange and other related duties
- \* entered invoice data to computer and settled accounts

- \* invoiced other firms in the accounting department
- \* organized transportations as an assistant
- \* assisted top management in business meetings
- \* participated in preparing the quality manual for ISO 9002

**KULJETUSLIIKE KAIJKO KOSKINEN KY**, Eura, Finland.

Office assistant

During summer vacations 19XX - 19XX, full-time:

- \* typed and filed documents, performed other clerical duties
- \* invoiced other firms in the accounting department
- \* performed various tasks as CEO's assistant

## **EXTRACURRICULAR ACTIVITIES**

Taekwondo has been one of my hobbies since 19XX, there you learn to respect your superiors and to be patient no matter what situation you are facing.

## **LANGUAGE SKILLS**

- |           |        |           |      |
|-----------|--------|-----------|------|
| * Finnish | native | * Swedish | good |
| * English | fluent | * German  | fair |

## **COMPUTER SKILLS**

- |                        |                          |
|------------------------|--------------------------|
| * Microsoft Word       | * Netscape               |
| * Microsoft Excel      | * Optimi Ostoreskontra   |
| * Microsoft PowerPoint | * Optimi Myyntireskontra |
| * Microsoft Works      | * Solo Monipankki        |
| * Eudora               | * Kultalinkki            |

- \* good proficiency level in each

## **REFERENCES**

Academic:

Heikki Urmas, Dean of the BBA-program

Address: Lönnrotinkatu 5, 50100 Mikkeli, Finland

Phone: +358 - (9)55 -20 441

Business:

Kauko Koskinen, CEO of Koskinen-Yhtiöt

Address: 27600 Hinninjoki, Finland

Phone: +358 - (9)38 - 866 5100