

# Venla Pesonen

CV

12.04.1995, Helsinki  
Otakaari 18 C 56  
02150 Espoo  
+358 50 5233 824  
venla.pesonen@aalto.fi  
Linkedin.com/in/venlapesonen



## WORK EXPERIENCE

### **Sportiro Ltd., Helsinki**

The company sells and prints primarily cheerleading products and employs 4 permanent workers.

#### *Part-time employee*

25.9.2013 –

Handling customer orders (collecting and printing products and shipping orders to customers), doing inventory counts and making supplement orders for the stock. Additionally working at Sportiro's stand as a salesperson in various events.

### **City of Helsinki Public Works Department, Customer Services**

#### *Office Secretary*

1.6.-31.8.2015 / 3 months

Corresponding tasks with last employment and additionally the area of responsibility expanded to updating and preparing the invoices of terrace permits.

#### *Inspector*

7.5.2014 – 31.1.2015 / 9 months

Approving and updating permits for events and promotions as well as briefing new employees in these tasks. Additionally taking part in work-process improvement. Worked with a title of Office Trainee until 6.8.2014.

#### *Office Trainee*

1.6.-31.7.2013 and 4.6.-3.8.2012 / 4 months in total

### **Live Promoters Ltd., Helsinki**

#### *Telemarketer*

24.5.-5.7.2011 / 1,5 months

## EDUCATION

Bachelor's degree, Aalto University, 2015 -

Information networks, academic year's goal 65/180 ECTS, of which 30 ECTS accumulated by 1.1.2016.

High school graduate, Helsingin Suomalainen Yhteiskoulu, 2014

## IT SKILLS

Fluent with Windows and Mac OS X.

### **Office software**

MS Office      excellent

### **Programming**

Scala      basics

## LANGUAGE SKILLS

**Finnish**      native language  
**English**      excellent

**Swedish**      good  
**German**      basics

## OTHER INFORMATION

Worked as a tutor in high school (Helsingin Suomalainen Yhteiskoulu) in 2012-2013.

My team competes at the world premier level in Cheerleading and in my free time I play badminton and go to the gym.