Contact Details:

Name:

Address:

E-mail:

Home Telephone:

Mobile Phone:

Educational Background:

**Diploma in Quality Assurance and Testing,** Aug. 2015 ‑ Present

Nackademin, Higher Vocational Training College, Stockholm

**Previous Educational Institution** Aug. 20XX – May 20XX

Address

## Language Skills:

Swedish: Mother tongue

English: Intermediate, both oral and written

German: Basic

## Computer Skills:

* Advanced knowledge in MS Office 2013 (Excel, Word) and the Windows Operating System.
* SPCS Administration & Hogia (Economic administration and book-keeping programs).
* Adobe Photoshop and graphical design software.
* Moodle, a web-based, distance-learning application.
* Familiarity with working in a modern IT-networked environment.

## Professional Experience:

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| --- | --- |
| **Business Administrator (Part-time)**  At *G-Foods*, Stockholm. An importer and distributor of high quality foodstuffs from continental Europe, G-Foods was recently elected “Importer of the Year” in Dec. 20XX by the Swedish Gourmet Association.   * Worked at the heart of office administration: managing customer  orders, invoice processing, etc. * Maintained contact with producers and assisted salespeople with fact  sheets, sales statistics, etc. * Improved and expanded the IT-base for the company; was central to the creation of its internet website ([www.G-foods](http://www.G-foods)) and to developing a program to manage stock samples | Apr. 20XX – Aug. 20XX |
| **Logistics Co-ordinator**  at *Transport AB*. A main long-distance distributor in the Nordic region, Transport AB is a small enterprise started in 20XX which now employs 80 staff.   * Fulfilled all the responsibilities of a senior employee while they were on parent leave * Managed everything from organising freight contracts to organising  shipping logistics and overseeing the stock inventory at warehouses throughout the Stockholm region. * Shortened delivery times for a range of goods and reduced perishable goods spoilage by 15% during my tenure. | Feb. 20XX – May. 20XX |
| **Other Positions**  Place. Description of position, main assignments and achievements. | Aug. – Dec. 20XX |
| **Career Break**  Travelled extensively in Asia and the Far East. *(Mention more about this in  your cover letter or wait until the interview)* | Jan – Jul 20XX |
| **Cashier & Deli-worker**  at ICA Foods AB, a main supermarket chain in Sweden.   * Managed food processing and preparation in the store delicatessen * Manned the cashier and handled goods checking * Dealt with customer enquiries at the information desk * Selected as employee of the month 3 months in a row | Jul. 20XX6 – Dec. 20XX |

## Referees:

**Johnny Rotten**, Key Account Manager, G-Foods

Telephone: +46 8 – 111 11 11 E-mail: johnny.rotten@g-foods.se

**Jerry Springer**, Teacher, Mentor & Project Overseer

Telephone: +46 8 – 000 00 00 E-mail: gerry.springer@lunatic.com

Or use the line “References are available on request”.

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YOUR NAME DATE