# **MONA NORREMO**

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## **Objective**

My curiosity for a new field has landed me in the position of completing a software development course with Code Institute. I am now ready for collaborations and putting in my efforts in a tech department. I bring a positive energy and willingness to learn, improve and dig in with my new employer. My analytical and time management skills together with an eye for aesthetics is my combo for problem-solving efficiently.

### Skills

- HTML/CSS
- Python
- Javascript
- Git
- PostgreSQL
- JQuery
- JSON

- Project management
- Troubleshooting and debugging
- Great problem-solving skills
- Creative, structured, efficient and selfpropelled.
- Analytically inclined and have a good ability to prioritize.
- Fluent in English, Swedish, and proficient in French
- Very proficient in the Adobe Creative Suite

## Work Experience

#### **PROJECT COORDINATOR** – Transpond AB - Stockholm, Sweden

May 2021 - Present

- Planning and implementation of teams needs to work in Dubai for Dubai World Expo, Swedish Pavilion.
- Budget management for needed machinery and staffing, hotels, flights and catering.
- Booking and management of flights, hotels and transportation.
- Management of staffs' ability to work. Arranging work visas, PCR-tests and other guidelines put in place.
- Management of all costs payable for the project. Efficiently handled all invoicing for local and foreign vendors.

#### SENIOR MARKETING COORDINATOR – Åhléns AB - Stockholm, Sweden

July 2015 - April 2021

- Implementation of Business Area's ideas, concepts and communication plans.
- Management of internal and external communication on a strategic and operational level.
- Creation and management of departments external communication.
- Campaign management of all offers and campaigns for print, e-commerce and social media.

## FASHION STYLIST & COSTUME DESIGNER- Self-employed – Stockholm, Paris and New York

Jan 2000 – June 2015

- Project management of photo shoots: booking of models, hair and makeup artists.
- Location scouting and bookings of flights, hotels and locations.
- Trend analysis for coming seasons for editorial work.
- Assignments for clients such as: Damernas Värld and DV Mode, DV Man, Plaza Magazine, King Magazine, Café, New York Times Magazine, NK Stil, H & M, Telia, Oriflame, Nokia, IKEA, and Stadium among others.
- Representation by the following agencies: Skarp Agent, Birgitta Martin, Portfolio-Cph, Agent Bauer and ArtOfficial Agency.

#### Education

DIPLOMA IN FULL-STACK SOFTWARE DEVELOPMENT- Code Institute, Online

2020 - 2021

BACHELOR OF ARTS, FASHION MERCHANDISING, M.SC. IN BUSINESS ADMINISTRATION- Kent State
University, USA

1993 - 1996