

OONA RAATIKAINEN

MA Student in General linguistics

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📍 Helsinki, FI

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🔗 <https://github.com/raaoo>



EXPERIENCE

Research Assistant

University of Helsinki, Center for European Studies

📅 Dec 2019 – Ongoing

- My job as research assistant for the project *Law, Governance and Space: Questioning the Foundations of the Republican Tradition (SpaceLaw)* includes helping the project and its staff with all of their everyday needs, whether it is searching for literature, proofreading, or cleaning up messy Excel-files

Cinema Host

Finnkino Oy, Kinopalatsi Helsinki & Maxim Helsinki

📅 Dec 2012 – Dec 2019

- Seven years of experience in hi-tempo customer service gave me solid skills in teamwork, working under pressure, handling challenging scenarios, and adapting to constant change
- As a part of senior staff I was also responsible for training and guiding new employees
- In addition to various tasks in customer service and sales, my duties also included weekly checks of cash flow, cash reports, invoices and other payments, as well as communications with accounting

Conference Assistant

University of Helsinki, Faculty of Arts

📅 May 2018 – Sep 2019

- I assisted with planning and preparations before conferences and had various tasks during the events
- Sep 2019, *Klaara 2019 Conference on Easy-to-Read Language Research*
- Aug 2019, *Personal Names and Cultural Reconstructions*
- Aug 2018, *Constructional Semantics: Cognitive, Functional and Typological Approaches Symposium*
- Mar-May 2018, *Kielitieteen päivät XLV - 45th Annual Conference of Linguistics*

Conference Coordinator

University of Helsinki, Faculty of Arts

📅 March 2018 – May 2018

- I was the organizer of the *2nd Student Conference of the MA Programme Linguistic Diversity in the Digital Age*, taking care of all aspects of organizing the event

Teaching Assistant

University of Helsinki, Faculty of Arts

📅 Aug 2018 – Dec 2018

- Responsibility of one exercise group of ca. 60 students on the course *Introduction to General Linguistics and Phonetics*
- I prepared and gave the exercise group lectures, checked and graded exercises, and assisted the course teachers with administrative tasks

EDUCATION

MA in General Linguistics

University of Helsinki

📅 2018 –

General Linguistics

Nordic and European Studies

Digital Humanities

Swedish

German

BA in General Linguistics

University of Helsinki

📅 2014 – 2018

General Linguistics

Classics

European Union studies

Sanskrit

French

Japanese

SKILLS

Organizing

Multitasking

Teamwork

Analytical thinking

Writing

Microsoft Office

MacOS and Windows

Customer service

Photography

Social Media

Hygiene Passport

Alcohol Passport

LANGUAGES

Finnish

English

Swedish

French

German

Japanese

