

NAME

CAREER OBJECTIVE

To pursue a career in management utilizing skills especially in finance and accounting services.

EDUCATION

Helsinki school of Economics and Business administration:

International BBA-program. The program is an intensive 2¼ year program and it emphasizes group work and cases. One semester is in a foreign university. Plan to spend this exchange period in the United States.

Current GPA 3.05 (out of 4). This is about the average in our program. Expected graduation: spring 19XX.

Examples about business courses that are completed before graduation:

- ! Managerial finance
- ! Financial accounting I
- ! Principles of management
- ! Managerial economics
- ! International finance
- ! Human resource management

(45 hours per course and 4 credits.)

The official language of the program is English. World class faculty from top universities.

High school graduate, year 19XX from Linnankosken Lukio:

- ! Earned a GPA 8.6 (out of 10)
- ! Grade in matriculation exam: L (laudatur)
- ! Received a scholarship from language studies

EXPERIENCE

Oy STV securitas Ab:

The company provides to Finnish industry guarding services. It has 3500 workers in Finland. Worked as an industry guard in Neste's (big Finnish oil company) oil refinery in Sköldvik.

Guard duties included guarding the area and guiding the visitors. Made several propositions to the management to improve the quality of STV's services. Some of these proposals were implemented successfully. Worked there for three summers 19XX, 19XX and 19XX).

Military Service: (Finnish army)

- ! Time: August 19XX-July 19XX
- ! Rank: corporal

Finnish Export Credit:

The company's purpose is to finance Finnish export. It has about 100 hundred workers and it is located in Helsinki. Finnish Export Credit has representatives also abroad, included in New York and Hong Kong.

Duties included helping in the archives of the firm to reorganize papers. Had four weeks time for the project but managed to Finnish it week before the deadline. Worked there in June 19XX.

ACTIVITIES

- ! Interested in sports: used to play ice hockey and American football in top level of Finland five years
- ! Several other sports as a hobby; for example, basketball and floorball
- ! Coached some junior teams in ice hockey and American football
- ! Other interests: reading, arts and music

COMPUTER QUALIFICATIONS

- ! Have experience in several computer software packages including Word 6.0, Excel 5,0 and Powerpoint 4.0.

LANGUAGES

- ! English, fluent
- ! Swedish, good
- ! German, satisfactory

REFERENCES

Mr. Matti Valtanen
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