

NAME

Current address:

Permanent address

CAREER OBJECTIVE:

To obtain a challenging position in the area of financing and capital budgeting with international aspect and opportunity to self-development and advancement in my career.

EDUCATION:

Helsinki School of Economics And Business Administration, Finland International Bachelor of Business Administration program, April 19XX. BBA program is an intensive 2.5 years program in which all the courses are taught English. 45-hour courses are held from visiting professors from the top universities around the world. Courses cover all the basic areas related to business administration such as finance, marketing, accounting, human resource management, and statistics. BBA program of Helsinki School of Economics is ranked among the top BBA programs in the Europe.

GPA at the moment 3.5 based on the 33 credit hours of 120 required.

University of Jyväskylä, Finland, 19XX-19XX

Basic studies in psychology (5 courses, 16 credit hours) August 19XX to May 19XX and sociology (4 courses, 16 credit hours) August 19XX to May 19XX

Vhteislyseon lukio Kokkola, Finland

High school August 19XX to May 19XX

High school diploma GPA 9.3 (on the scale from 5 to 10)

Matriculation examination grade laudatur (excellent)

Diploma for the best student in English at the Yhteislyseon lukio

WORK EXPERIENCE:

Mäntysaaren Kirjakauppa, Kokkola, Finland

Bookstore

Title: Sales person

Work description: customer service, book ordering, taking care of book displays

Worked full-time on Christmas holidays

December 19XX, 19XX and 19XX

Anttila, Kokkola, Finland

Large department store chain

Title: Sales person

Work description: customer service, responsible for the household equipment department

June 19XX to August 19XX

Mervin kotiruoka, Kokkola, Finland

Home food restaurant

Title: kitchen assistant, waitress

work description: assisting in preparation of food, customer service, home delivery

full-time summer job

June 19XX to August 19XX

Kalahalli, Kokkola, Finland

Largest fish hail of the community

Title: sales person

June 19XX to August 19XX

Farm Dedler, Langeln, Germany

Farm

Work description: taking care of the animals (150 heads altogether) and farm in general

assisting farmer in all works related to animals and facilities

full-time summer job abroad

June 19XX to August 19XX

Mepsa Oy, Kokkola, Finland

Metal industry enterprise, products including industry pipes, large containers, compact gas stations delivered for example to Russia

Work description: painting, cleaning up, paying wages, basic accounting

full time summer job

June 19XX to August 19XX April 19XX to June 19XX

LANGUAGE SKILLS

-Finnish	mother tongue	-Swedish	good
-English	excellent	-French	moderate
-German	good		

COMPUTER SKILLS

-Basic	-Excel
-Microsoft word	-SPSS
-Powerpoint	-Netscape

REFERENCES:

Maija Lahnalampi

Store owner

Mäntysaaren Kirjakauppa

Rantakatu 11

67700 Kokkola, Finland

Tel.968-831 3350

Sakari Loumala

CEO

Mepsa Oy

Kölitie 1

67800 Kokkola, Finland

Tel. 968-8222 4029

Heikki Urmas

Dean

HSE BBA-program

Lönnrotinkatu 5

50100 Mikkeli, Finland

Tel. 955-20 441