

Name

CAREER OBJECTIVE:

To gain a managerial position in marketing and/or Human Resource Management

CURRENT SCHOOL

Helsinki School of Economics and Business Administration
International Bachelor of Business Administration Program Mikkeli, Finland. From September, 19XX to April, 19XX

! 2½ year program

! All business courses in English

! Intensive 45 class contact hours covered in 3 weeks

! World class faculty (Northwestern, Indiana University, MIT)

! Emphasis on cases, teamwork, analysis

! Required study abroad period, probably in the U.S. or Canada.

EDUCATION

High School graduate of Etelä-Tapiolan LukiO, Espoo, 19XX:
GPA 8.36

Matriculation Exam overall grade magna cum laude approbatur

One year as an exchange student in Knoxville high school,

Knoxville, Iowa in 19XX-19XX;

Courses studied: U.S. History, Composition II, Debate I, International Relations, Consumer Economics, American Government. Member of the school tennis team in spring 19XX.

WORK EXPERIENCE (every one temporary)

June 30/XX-
September 29/XX

Duuri OY, Helsinki, Finland. A company that imports, exports, sells and manufactures tools and appliances for the repairing of walls and floors.

Specific duties:

- Packaging and delivering of ordered goods
- Selling and displaying the goods to customers

June 4/XX-
August 6/XX

Tribol Gmhh, Mdnchengladbaeh, Germany. Tribol is apart of the Burmah-Castrol corporation. Uribol sells, manufactures and tests various lubricants.

Specific duties:

- Testing of lubricants sent to the laboratory by the companies using them around the globe

June 1/XX-
June 30/XX

Kaukomprkkinat OY, Espoo, Finland is Finland's largest trading house in Kutojantie, Espoo that has several branches and subsidiaries abroad.

Specific duties:

- Packaging and shipping goods

Niittykumpu compulsory school, Espoo, Finland. Actually employed by the city of Espoo, I worked there as an assistant janitor during the month of June, 19XX.

LANGUAGE SKILLS

- English: Excellent
- Swedish: Good
- German: Intermediate

COMPUTER SKILLS

- Microsoft Word 6.0: Good
- Microsoft Excel 5.0: Good
- Microsoft PowerPoint: Satisfactory
- SPSS: Satisfactory

MILITARY SERVICE

(10/XX-8/XX)

Finnish Navy: Basic training
Mineship Hämeenmaa: Gunner and fire control of the rear of the ship.
Rank: Seaman

HOBBIES

Skiing: 15 years
Music: 15 years
Tennis: 8 years

OTHER ACTIVITIES

Elected member of **Etelä-Tapiolan Lukio** (150 students) during academic year 19XX-19XX.

REFERENCE

work: Hans B. Hildebrand. manager, **Tribol GmbH** Erkelenzer Strasse 20 57238
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Lars Holmström, vice president, **Duuri OY**
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