
Name

Current Address:

Phone

email

Permanent Address:

CAREER OBJECTIVE

To obtain a career in a challenging environment in the area of human resources management with an international aspect and an opportunity to take advantage of my problem-solving, organizing, and coordinating skills.

EDUCATION

Helsinki School of Economics Mikkeli, Finland, Sep. XX to Apr. XX

International Bachelor of Business Administration.

Anticipate graduation in April 19XX. Current GPA 3.43 for 11 courses.

- HSE is ranked the best business school in Finland and its BBA program among the top programs in Europe. Final semester required to study abroad.
- Intensive studies conducted in English in 2.5 years. Strong emphasis on cases, analysis, and teamwork.
- Professors are from around the world from top universities such as Indiana, Northwestern, Wharton, and MIT.
- Courses are taught in three week modules. Courses include human resource management, marketing, accounting, finance, systems, economics, operations, and management. Concentrating on courses in human resources management.

Helsingin Suomalainen Yhteiskoulu Helsinki, Finland

International Baccalaureate, June 19XX.

- Highly competitive and intensive secondary school education conducted in English in 2 years.
- In-depth research paper required as a part of the completion of the program.
- Emphasis on social, creative, and physical activities.
- Bilingual diploma with Finnish and English.
- Overall final grade 33 points out of 45.

Belmont High School Belmont, Wisconsin

Foreign exchange student, 19XX-XX.

- Sponsored by Youth for Understanding Finland.
- Lived with a US family for 11 months.

ACTIVITIES

Student Union Government PROBBA

Member of the board, 19XX

- Trained 40 tutors for 45 visiting students from all over the world.
- Coordinated and organized activities for foreign visiting students.
- Trained 108 tutors for the incoming class of 1996 of 110 students.
- Responsible for providing information on social and health care issues.

Student Government FIBS

Member of the Finnish International Baccalaureate Society Government, 19XX-XX

- Conducted 2 reports on university attitudes towards the IB graduates.
- Responsible for contacts with Finnish universities.

Youth for Understanding Finland

Volunteer worker, International Exchanges

- Coordinated and organized activities for foreign high school exchange students in Finland.
- Responsible for high school exchange student orientations, 19XX-XX.

WORK EXPERIENCE

Teljä Dentistry Pori, Finland

Patient Record Coordinator, July to Sep. 20, 19XX.

- Staff of 24.
- Responsible for updating patient records including the files for 9,000 patients on Helmi (a special software for patient records).

SKILLS

Languages

- Finnish - native language, English - fluent, Swedish - fluent.

Computers

- Microsoft Word, Microsoft Excel, PowerPoint, Netscape, Eudora, Helmi (a Finnish patient record program).

REFERENCES

Chief Executive Officer

Heikki Haaslahti

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