

# Curriculum Vitae

**Name**

**Address**

**Telephone**

**Telefax**

**Email**

**Date of Birth** 17 June 19XX

**Citizenship** Finnish

**Career Objective** To work in multinational multicultural work environment at a managerial position where my employee can benefit of my knowledge of foreign languages and cultures and my lifelong experience in business.

## Education

- 09/95-04/96 **Helsinki School of Economics and Business Administration**, Finland. International Bachelor of Business Administration (BBA). An intensive international program with a heavy concentration on international business and marketing. The three week courses are taught by visiting professors mainly from abroad and the program includes a compulsory foreign study period which I have completed in Japan.
- 19XX-19XX **Sophia University**, Tokyo, Japan. International Bachelor of Business Administration (BBA). A normal four year program which I gave up for financial reasons.
- 19XX-19XX **University of Tampere**, Finland. Department of English filology, Master of Science Studies. English philology studies which I gave up after getting into the BBA-program at HSE. Completed also all courses given in Japanese language studies.
- 19XX-19XX **Soka Highschool**, Soka, Saitama, Japan. Rotary International Exchange Student. Participated in normal school activities and was a member at the judo, tennis and table tennis clubs.

**Languages** Finnish, native tongue  
English, fluent  
Japanese, fluent spoken, some reading  
Swedish, conversational

## Work Experience

- Present                   **Kirja-Hyttinen Oy**, Jalasjärvi, Finland  
Family bookstore with six employees Specialized in office automation and personal computers. Part time work mainly on weekends and holidays including computer assembly and maintenance, customer service and accounting.
- 19XX-19XX               **T-market Hyttinen Oy**, Jalasjärvi, Finland  
Parent company under which the current company previously operated. Responsibilities same as listed above.
- Summer 19XX           **Obitsu Construction Company**, Soka, Saitama, Japan  
Private company with approximately twenty employees. No special field of responsibilities, overall handyman for three months.
- Summer 19XX           **Rakennusliike Aaltola & Haapsaari**, Helsinki, Finland  
Construction company with approximately fifty employees. Summer job that lasted one and a half months during which I worked mainly as a carpenters aid.

## Achievements

- 19XX-19XX               Military Service, Artillery Forward Observer  
Compulsory military service lasting eleven months during which promoted to the rank of sergeant. Main task was to operate as a group leader in charge of twelve men and to supervise their training. Have since spent eight days on a re-training camp.
- 19XX-19XX               Vice-member of Jalasjärvi Town Council  
Voted for the position, but due to my studies have not been able to participate in any possible activities.

## Hobbies

- ! Golf
- ! Music; guitar, bass guitar, wrting lyrics and some composing
- ! Literature; a passion developed at an early age. Also write a lot of poetry and lyrics.
- ! Fishing

## References

Obitsu Eichi, Obitsu Construction Company, Executive Manager  
Teshiro-Cho 5, Soka, Saitama, Japan  
Tel. + 81 489 24 3241

Heikki Urmas, Helsinki School Of Economics/BBA, Dean  
Lönrotinkatu 5, 50100, Mikkeli, Finland  
+358 5520441