

## Name

Current Address:

Permanent Address:

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### CAREER OBJECTIVE

International tourism. Looking for a full-time, challenging job related to *international tourism*. Willing to start with very basic tour-guide position but expecting soon to be able to move to the organizing size. Aiming at being a part of a management team of a relatively big travel agency. Eventually wish to own my own travel agency.

### EDUCATION

**HELSINKI SCHOOL OF ECONOMICS** Mikkeli, Finland

Bachelor of Business Administration 26.9.19XX-1.3.19XX, Overall GPA: 3.25, The studies in the BBA-program are heavily related to group work. The program aims at developing the students team-working capabilities from an international aspect. The professors come from all around the world representing the values of different cultures. The program is run in intensive, three-week modules through the whole calendar year. The courses cover the basics of business administration. For example, business mathematics, accounting, micro/macroeconomics and marketing were covered. My emphasis was on marketing including a course of tourism marketing.

**VIHERLAAKSON LUKIO** Espoo, Finland

Finnish Upper Secondary School 15.8.19XX-5.6.19XX, The institution is a preparatory school for further studies. The courses taken cover basics of languages, history, biology, geography etc. I studied the long-course in mathematics.

### SKILLS

#### Languages

- ! **Finnish**, native speaker, excellent presentation and written skills
- ! **English**, fluent skills in written and oral communication
- ! **Swedish**, good written skills, ability to oral communication
- ! **German**, strong basis for further learning

### WORK EXPERIENCE

**K-JOENPOLVI** Helsinki,

*clerk, summer-time department head* 15.1.19XX-30.8.19XX

The company is a relatively large grocery store in the scale of Finland with 65 million FIM annual sales. Responsibilities included ordering dairy products, soft drinks/beers and frozen products from the wholesalers and making sure they were available for the customers. Worked 15 hours a week studying full-time simultaneously. During two summers a full-time department head, running the department With 25 million FIM annual sales.

### MILITARY SERVICE

Served in the Finnish army for 11 months, starting in September XX and graduating from the under-officer school in May, 19XX. After the graduation moved on to more practically oriented group leading position. Accepted to the assistant instructor position to the under-officer school. The branch of military was recoin, which is one of the most demanding branch both mentally and physically. A team-leader for 30 men who formed a very closely functioning group and showed the different sides of the human nature under heavy stress caused by intensive guerilla training. Final rank sergeant.

### PERSONALITY DESCRIPTION

Interested in foreign languages. Willing to work abroad and travel. Appreciation for commitment in achieving goals. No family or other moralistic restrictions. Willing to facilitate the educational background in achieving the objectives. Believes that the military service and the BBA-program provides many tools to be used in dealing with other people and being a part of effective team.

### ACTIVITIES AND HONORS

- ! Currently running SKIBRA, which is a ski club organizing various snow-related trips for the BBA-students. The club has arranged trips to several ski centers in the Northern Finland and also to a trip to Saalbach, Austria.
- ! Member of Helsingin Jujutsuklubi 19XX-19XX. Trained Kick-boxing as a hobby improving physical condition.
- ! Member of JU-soccer team 19XX-19XX. The team performed well in various international junior tournaments including Helsinki Cup and Ålandia Cup.

### REFERENCES

**TAPPIO PIRLATAMAKI** Company Commander, Finnish Army, Recom/UudJP, Helsinki, Finland 00300 (90) 223411

**REIJO JOENPOLVI** CEO, K-Joenpolvi, Raumantie 1, Helsinki, Finland 00570, (90) 5565316

**HEIKKI URMAS** Dean, BBA-program, Lönnrotinkatu 5, Mikkeli, Finland 50100, (951) 20441