

Name

Current address:

Permanent address:

Career objective

Management Trainee. Wish to begin my career in an assignment on the international field that offers contact with the public, structured on-the-job training, exposure to management, and a quality product or service. I plan to move into management assignments involving training, advertising strategy and supervising others. Good language skills and strong organizational skills coupled with getting well along with people should assist me with my goal.

Education

Helsinki School of Economics and Business Administration, Finland 9/XX to 4/XX

International Bachelor of Business Administration Program, graduation in April 19XX

It is a two and a half year program, ranked among the top ten business schools in Europe, with an emphasis on the international field of business as well as cases, teamwork and analysis. All courses are taught in English by world class faculty from top ranked universities like Northwestern, Indiana University, MIT etc. A study period abroad for six months is required which [plan to do in Germany after finishing all courses in Finland by April, 19XX. Graduation is in April, 19XX.

Kalevankangas High School, Mikkeli, Finland 8/XX to 5/XX

Graduated in 19XX with a grade point average of 9.3 on 10.0 scale. Ranked among the top ten of the class with about 100 students. Participated in many activities, like A Baltic Sea -Project, A Scandinavian Ecology Competition (which we won) and many others.

Port Townsend High School, Washington, USA 9/XX to 6/XX

Studied the year 19XX-19XX as a Rotary youth exchange student with a full scholarship. What is special about Rotary Youth Exchange Program is it's multicultural feature. Got to meet young people from all over the world and I learned a great deal about other cultures. Did many speeches at various occasions like at Rotary Clubs, at the school and other organizations.

Work Experience

McDonald s, Mikkeli July, 19XX to present

A Hostess

Organize children's birthdays, work on a cash register, clean up the "dining hall" and make sure that our customers are satisfied. Also present the restaurant at special occasions. Work only 12 to 16 hours a week during the weekends and on the working days if needed.

Aprilli, Mikkeli

May, 19XX to August, 19XX

A Grill Worker

Made all kinds of grill food: hamburgers and french fries etc. [also worked on a cash register. I was given a responsibility for making some food orders to the bakery as well as opening the restaurant in the mornings if working in a morning shift and closing when working in a night shift.

Burger, Mikkeli

May, 19XX to February, 19XX

A Grill Worker

Made hamburgers, french fries and sold ice cream cones. Also worked on a cash register. Calculated the money after closing and took the money to a bank.

City of Mikkeli

Summers 19XX-19XX

A Park Worker

Took care of different plants and flowers in parks and children's playgrounds. Also made sure that there is no garbage lying around.

IRERO, Bene Bene, Mikkeli

Fall 19XX to Spring 19XX

Took care of the IBERO jewelry racks in Bene Bene. Also checked out the shipment lists and made suggestion of what to order.

Vilin Grilli, Mikkeli

Summer 19XX

A Grill Worker

Made all kinds of grill food, cleaned up and worked on a cash register.

Servi Systems, Mikkeli

Summer 19XX

A Cleaning Lady

Cleaned up a car store twice a week.

Relander s Pony Stables

Summer 19XX to Summer 19XX

Trainer

Trained ponies and also taught riding lessons and courses for children. Taught me a lot of responsibility when working with animals and children.

Activities

At high school I worked as a treasurer for two years and I was very active in student council (worked as a chairman) as well as in other school activities and projects. Due to the fact that I now work all weekends and teach aerobics during winter time, I do not have that much time to the activities at the school.

Language Skills**Finnish** native speaker**English** fluent**Swedish** pretty fluent**German** basic knowledge**Computer Experience**

Pretty good knowledge of most popular Windows and Mac applications; word-processing, graphics, database, spreadsheets and presentation. Some knowledge of Internet.

Interests

Horsebackriding, snowboarding, aerobics, sewing, gardening and traveling.

References

Tapani Kostamoinen

Retired dean of Kalevankangas High School
Mielikint. 12 50100 Mikkeli Finland

Martti Hahtola

Member of the City Council of Mikkeli, prof of biology
Otavank. 15 A 50130 Mikkeli Finland

Maaret Häkkinen

Owner of Aprilli Restaurant, teacher at Keskuskoulu
Koivuk. 20 50120 Mikkeli Finland