

# NAME

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Current Address:

Permanent Address:

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## OBJECTIVE

### **Management Consultant**

Looking for a challenging position as a consultant in Human Resource Management for businesses within the European Community. Interested in a position requiring legal knowledge, language and communication skills. Desire to use academic courses in business law, LU-legislation, Human Resource Management as well as the professional experience acquired from the multinational companies.

## EDUCATION

### **HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION:**

#### **The International BBA-Program , Mikkeli , Finland, 19XX-19XX.**

The largest Business School in Finland, also rated among the best in Europe.

All courses are conducted in english by professors from the best B-Schools around the world (Kellog, Harvard, Stanford, Indiana, UCLA, etc.). Will graduate by the end of the year.

#### Courses completed:

- |                         |                        |                        |
|-------------------------|------------------------|------------------------|
| * Financial Accounting  | * Quantitative Methods | * European Legislation |
| * Financial Mathematics | * Marketing Management | * Macro Economics      |
| * Statistics            | * Managerial Economics | * Human Resource Mgmt  |

### **UNIVERSITY OF PARIS II, PARIS, FRANCE**

#### **DEUG de Droit, 19XX-19XX.**

Completed three years of studies of law at an undergraduate level in one of the most prestigious law schools in France. During the last year, worked at the Cabinet DE Ricci & Slnet as a receptionist. Work consisted of managing switchboard, making appointments for clients, providing clients with all necessary information, hosting meetings, etc.

#### Courses completed:

- |                      |                            |                           |
|----------------------|----------------------------|---------------------------|
| * Civil Law          | * Business law (2 courses) | * International Relations |
| * Institutional Law  | * Criminal Law             | * Political Sciences      |
| * Administrative Law | * Law History              | * Economics               |

### **HIGH SCHOOL OF LEPPAVAARA, ESPOO, FINLAND**

#### **High School Diploma, Spring - XX.**

Passed the Baccalaureat with best honours, overall grade: Laudatur

In 1987 went to Paris for a 3 month intensive language course (Alliance Francaise). During summer held position as a sales trainee in an industrial company (Aga) in Finland. Worked also as a sales person in a finnish retail chain for children's wear (19XX-19XX).

## PROFESSIONAL EXPERIENCE

### **HILTON INTERNATIONAL Paris CDG Airport, 15.02-15.08.19XX**

#### *Assistant to the General manager*

Was hired for a contract of 6 months to assist the top-level management; consisted of the creation of the position while hotel was still under construction. Relevant tasks included; planning, organization of meetings, customer service, reservation making, contacts with suppliers.

### **OCEANIC SA, France: Consumer Electronics - NOKIA CORPORATION , 01.10.XX-30.09.XX**

#### *Assistant to the General Management*

In charge of the relations between the Head-Office (Finland) and the french subsidiary (Paris). Relevant tasks included; translation of documents, business-trip organization, hosting visitors and guests. After this position undertook the law studies until year 1994. During this period had various part-time jobs, such as; salesperson (haute couture boutique), language teaching, tourist guide, etc.

### **NOKIA CORPORATION: Head-Office, Finland , 01.09.19XX-01.08.19XX.**

#### *Assistant to the CEO'S Office (Mr. Kari Kairamo)*

After having occupied several positions; reception, switchboard, replacements of secretaries, was hired by the CEO's Office to assist the secretaries in daily routine work, such as correspondancy follow-up, making appointments, hosting meetings and visitors. Created several contacts within the General Management which helped in applying for a similar position in the french subsidiary.

## ACTIVITIES AND HONOURS

### **PK-EXPORT, FINLAND: International Management Consulting 19XX-19XX**

A Management Consulting Company specialised in International Marketing and Business Development of small-and medium sized enterprises; participation in business-projects, business-trip organization, marketing research and sales representation in France.

### **BUSINESS PROJECTS OF HELSINKI SCHOOL OF ECONOMICS AND BUSINESS**

**ADMINISTRATION, APRIL -XX:** Completed an international marketing (feasibility) study for telecommunication's field (GSM networks and operators) in France. Included; planning and organizing the methods of a marketing research, final report as well as conducting the research itself, which consisted of interviewing the end-users, the manufacturers and the operators directly at place.

## LANGUAGES

- |                            |                    |
|----------------------------|--------------------|
| * finnish (native speaker) | * english (fluent) |
| * french (fluent)          | * swedish (good)   |

## REFERENCES

\* Mr. Mauro Montanaro / Business Projects of Helsinki School of Economics and Business Administration; tel. 4313 662