

Name

Current address:

Permanent Address:

OBJECTIVE

A marketing position in a well-established, international company

EDUCATION

HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMIN.

The International Bachelor of Business Administration -Program

Mikkeli, Finland, Fall 19XX - present.

Anticipate graduation in March 19XX.

- ! Concentrating in marketing
- ! Studies conducted in English
- ! Intensive 3-week lectures given by professors from all over the world, will complete 30 courses of 45 credit hours each.
- ! Study period abroad in Bora Bora, July 19XX - December 19XX
- ! Marketing courses: 12 credit weeks including: Marketing management, Strategic marketing, International marketing, Industrial marketing

COMPUTER USER SUPPORT PERSON -COURSE Vihti, Finland,

Fall 19XX- Summer 19XX

- ! Perfected skills on most commonly used Windows applications e.g. MS Word, Excel, and Ethernet-system.
- ! Internship at Karkkila City Hall as assistant computer support person

LOHJA COMMERCIAL COLLEGE Lohja, Finland

graduated summer 19XX after 2 years of full time classes

Marketing section including:

- ! Marketing
 - ! Principles
 - ! Advanced marketing
 - ! Advertising
- ! Accounting

SENIOR HIGH SCHOOL Karkkila, South-Finland, Summer 19XX

- ! Awarded The Karkkila Savings Bank's Scholarship (500 Fmk) for overall excellence in High School.
- ! Graduated with honors

WORK

EXPERIENCE

KARPRINT KY, PRINT & PUBLISHING Hubmari, South-Finland

Customer services clerk, Fall 19XX - Fall 19XX

- ! Karprint Ky publishes and prints 5 local newspapers, 10 magazines, a variety of print-works and books.
- ! Staff of 115.
- ! Clientele ranging from private subscribers to advertisers and companies
- ! Worked as a part of the administrative team of 5 members.
- ! Responsible for 10 hobby-magazines published in Finland; including maintaining computer registers, invoicing, collecting and marketing.
- ! Coordinated co-operation with the sales department, packaging and the editorial staff.
- ! Tutored new employees

RELEVANT SKILLS

Languages: Fluent Finnish, Swedish, English and German

Computers: PC and Apple

Software: Microsoft Windows & applications, DOS; WordPerfect, Eudora, Netscape, ClarisWorks

PERSONAL

Born in Nov, 23, 19XX. Single. No children. Enjoys traveling, people, historical literature. Marketing orientated.

AVAILABILITY

March 19XX

REFERENCES

! Ms. Marja-Leena Viljanen, Chief-Accountant, Karprint Ky, tel. 90-269 481

! Mr. Jarmo Korhonen, Faculty member, Lohja CC, tel. 912-212 2388

! Mr. Jarmo Makinen, Secretary, Karkkila City hail, tel. 90-1241