

# NAME RESUME

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Current address:

Permanent address:

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## CAREER OBJECTIVE

*Russian Trade Specialist.* At first to acquire trainee place infirm conducting Russian trade or consultation. After some years of work experience continue studies in MBA and develop high knowledge in area of doing business in Russian region.

## EDUCATION

**Helsinki School of Economics and Business Administration International Bachelor of Business Administration Program in Mikkeli, Finland (19XX/19XX)**

After completion of 22 courses, earned a 3.57 GPA. BBA program features:

- ! All courses are taught in English by visiting Professors from top business schools from around the world
- ! Intensive pace of studies (one semester course compressed into three week module) which prepares students for work life
- ! BBA program was ranked among best in the world by The International Herald Tribune, (Tuesday, April 27, 19XX, page 10)
- ! Required foreign study period in a university located in either North America, Asia or Europe

**St. Petersburg State University, Russia (19XX/19XX)**

Studied economics and Russian language

**Goethe Institute, Berlin (19XX)**

Spent two months by studying German language

**Finnish-Russian Language School of Helsinki (19XX/19XX)**

Passed Matriculation Exam 19XX

**Festus R6 High School, Missouri, USA (19XX/19XX)**

Successfully completed senior year as a foreign exchange student

## EXPERIENCE

### **Research assistant for Hannu Ollikainen (19XX)**

Proof typing of interviews for Hannu Ollikainen, the Editor of "Talouselämä" magazine (Finnish equivalent to The Economist)

### **Service in Finnish army (19XX/19XX)**

Assigned to the office work, as had the necessary skills and experience. Was responsible basically for running office work of basic unit. Got awarded with "Hankoniemi" cross because of excellent service

### **Office secretary and drawing assistant (19XX/19XX)**

Worked almost all spare time at a 10 person electricity engineering firm, Sähkösuunnittelutoimisto Olavi Friberg Ky, owned by father, doing all types of office tasks, translations, and also some ink pen and Auto-Cad drawing

## HOBBIES

### **Very computer literate**

Owns both PC and Macintosh computers. Has a lot of experience of using MS Word, Excel and WP programs. Has experience of constructing Internet homepages with HTML language. Knows well DOS and Windows environments

### **Offshore yachting**

Has twice taken part in Gotland Runt sailing competition and twice Cutty Sark's Tall Ships Race as a crew member of the 60 feet yacht

### **Downhill skiing since 19XX**

### **Orange belt in Karate**

## LANGUAGES

**Finnish** - native language

**English** - fluent

**Russian** - 12 years in the school and one year in St. Peterburg, Russia

**German** - knows enough for basic business communication

**Swedish** - basics

## REFERENCES

Heikki Urmas  
Dean of BBA Program  
Ldnnotinkatu 5  
50100 Mikkeli  
Phone: +358-55-20441

Olavi Friberg  
Entrepreneur  
Kivimäentie 72  
00670 Helsinki  
Phone: +358-0-740 155

Hannu Ollikainen  
Editor of Talouselämä  
Erottajankatu 1-3 A  
00130 Helsinki  
Phone: +358-0-148 499