

Name

Address

Phone

Email

OBJECTIVE

SALES. Prefer structured on-the-job training. After training, desire to move into management assignments involving hiring, training, supervising and motivating others. Eventually desire positions in advertising, market research, product strategy and marketing decision making at the headquarters level.

EDUCATION

HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION
INTERNATIONAL BACHELOR OF BUSINESS ADMINISTRATION PROGRAM Mikkeli,
Finland

Bachelor of Business Administration January 19XX

HSE is the oldest and largest business school in Finland. The BBA-program is rated among the best in Europe. Courses are taught in intensive three week modules throughout the year. The teaching language is English. Last semester is spent abroad at a foreign university. Emphasis is placed on international business administration and teamwork through the extensive use of cases. No permanent teaching faculty. Courses are taught by visiting professors from universities around the world (Georgetown, Indiana, Northwestern, etc.).

KALEVANKANKAAN LUKIO (KALE VANKANGAS SENIOR HIGH SCHOOL) Mikkeli, Finland

Finnish Matriculation Examination June 19XX, Overall GPA: 8.4/10.0

RELEVANT COURSES

Financial Mathematics	Introduction to Computers
Principles of Management	Financial Accounting I and II
Finnish Accounting	Introduction to Statistics
Quantitative Methods	Marketing Management
Managerial Economics	Finnish Economy
Macroeconomics	International Marketing
Human Resource Management	Service Marketing
Managerial Finance	Management Accounting
Business Communications	

GLOBAL EXPERIENCES

Lived in the United States at St. Simons Island, GA with family for three years, from 1985 to 1988, from the age of 10 to 13. While living there attended St. Simons Elementary School and Glynn County Middle School. Was on the A-B honor roll at school from the fall of 1985 until return to Finland in 1988. During residence traveled extensively in the United States, especially in the southern states, and experienced a new culture. Learned to be more open and acceptable to different kinds of people and learned to be more adaptable to new circumstances due to the different environments in Finland and America and the differences in the Finnish and American cultures.

Attended a three week language course in Salzburg, Austria in June 19XX to improve knowledge of German. During stay lived with a local Austrian family.

**WORK
EXPERIENCE**

6/XX-7/XX
6/XX-7/XX

VISULAHDEN MATKAILU OY (VISULAHTI TOURIST CENTER)

Mikkeli, Finland

Sales assistant at Dinosauria Waterpark and Wax Museum

Worked about 40 hours a week during summer vacations. Sold tickets, beverages, food and souvenirs. Did kitchen work. Cleaned the Dinosauria area. Was lifeguard at the swimming pools in Dinosauria. Was responsible for accounting the sales at the end of each day. Learned how a large business entity operates. Total number of employees at Visulahti was about 75, at Dinosauria and the Wax Museum about 12. Approximately 100,000 people from Finland and various other countries visit the center annually.

6/XX-7/XX

MIKKELIN MATKAILU OY (MIKKELI TOURIST SERVICE)

Mikkeli, Finland

Customer service assistant at the Mi/deli harbor café

Worked about 40 hours a week during summer vacation. Sold beverages, food and tickets for boat cruises. Did kitchen work. Sold gasoline to boats. Was responsible for accounting the sales at the end of each day. Learned to operate the café, work independently, take responsibility and deal with various types of customers and problems that occurred: product orders being late, running out of merchandise etc. Customers included people from Finland and various other countries, mostly from the German speaking countries.

5/XX-7/XX

Waitress at Naisvuori café

Worked about 40 hours a week during summer vacation. Served customers at Naisvuori café. Did kitchen work. Cleaned the café. Was responsible for accounting the sales at the end of each day. Learned to work independently, take responsibility and deal with various types of customers and problems that occurred. Customers included large tourist groups and individual persons from Finland and around the world, especially from the German speaking countries.

SKILLS

Command of Finnish, English, German and Swedish. Training in MS DOS, WordPerfect, Word, Excel and Windows.

AVAILABILITY

January 19XX

REFERENCES

DR. HEIKKI URMAS, Dean of the HSE BBA Program, Mikkeli, Finland, +358 (9) 55 204 41

MR. MATTI MATTKAINEN, General Manager, Visulahden Matkailu Oy, Mikkeli, Finland, +358 (9)55 182 81

MR. KARI HALME, General Manager, Mikkelin Matkailu Oy, Mikkeli, Finland, +358 (9) 55 151 444