

# *Name*

Address

Phone

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## **CAREER OBJECTIVE**

*Marketing Management Trainee.* Desire a position in a multinational corporation where strong personal drive, high productivity, well developed interpersonal skills as well as good language skills are desired and regarded as an asset. Learning-by-doing training, starting with marketing and sales. After acquiring necessary skills and expertise, desire to move into a management position involving international sales and marketing in a challenging environment. Prefer international exposure somewhere in my career.

## **EDUCATION**

### **Helsinki School of Economics and Business Administration**

**Mikkeli, Finland**

#### **Bachelor of Business Administration 19XX**

- ! Rated among best business schools in Europe by Herald Tribune
- ! Contains plenty of team work and case studies, all studies conducted in English
- ! English speaking professors from well known universities such as Kellogg, Harvard, Indiana, Stanford and MIT
- ! After studying 5 months in Passau University in Germany will be available in May 19XX. Overall GPA 3.6/4.0

#### *Relevant Courses*

##### International Business:

Principles of Management  
International Business  
Financial Accounting I, II  
Managerial Accounting

Quantitative Methods  
Macroeconomics  
Microeconomics

International Finance  
Managerial Finance  
International Finance Markets

##### Marketing:

Marketing Management  
Industrial Marketing

International Marketing  
Strategic Marketing

### **Mikkelin Lyseon lukio**

**Mikkeli, Finland**

#### **High School Diploma, Spring 19XX**

- ! Overall grade in matriculation exam Laudatur (A-level, highest mark) GPA 9.2/10

### **Upland Country Day School**

**West Chester, PA , USA**

#### **High School Diploma 19XX-19XX**

- ! Exchange student. Scholarship year received from Lahjan Tytöt (gymnastics club) for excellent performance, commitment and contribution to the organization.
- ! Lived with three different families three month period in each. Learned to adapt to new situations and culture and gained independence at an early age and excellent knowledge of English.
- ! Member of varsity teams in volleyball, field hockey and lacrosse.
- ! Honored for academic excellence and elected to the Student Council.

## AWARDS AND HONORS

- ! Awards for academic excellent every year in high school
- ! Honored for outstanding performance in German language studies in high school by the German ambassador.
- ! Lahjan Tytöt gymnastics scholarship in 19XX to spend a year in the United States. One girl is selected annually out of 700 girls in 13 to 17 age range.
- ! Prizes in sailing, gymnastics and athletics.

## ACTIVITIES

- ! *Student Union PROBBA*
  - Secretary of the executive board
  - Responsible for the sales of Probba products such as overalls, apparel, batches.
  - Responsible for organizing the annual celebration (diner and dancing party for 200-350 people) in 19XX.
- ! Helsinki School of Economics International BBA Program - Elected for Class President 19XX
- ! *Mikkelin Lyseon lukio* - Class president, member of the student union board 19XX-19XX
- ! *Kaarinan Sädetytöt* - Scout leader for younger children 19XX-19XX
- ! *Sports*
  - Free group gymnastics in the national level for seven years. Finnish champion in 19XX. Trained and made choreography for other teams. Started at the age of three. Traveled across Europe performing and competing. Appreciates the educational effect of group gymnastics, because it demands both self-discipline and teaches social behavior. Acquired confidence by performing in front of hundreds of people.
  - Sailing in leisure time and competing in a team in LYS and IMS classes in national level for four years.
  - Jazz-dance, classical ballet, tap dance, rhythmic gymnastics, and gymnastics on apparatus as hobbies.

## EXPERIENCE

### **Hotel Majer**

#### **Friedrichshafen, Germany**

##### *Assistant*

June, 19XX to August, 19XX and June, 19XX to August, 19XX

Worked full time (50-60 hours) for two consecutive summers in family owned middle size hotel in southern Germany, which has 60 rooms. Duties included waitering and bartending in a most popular restaurant in the region and customer service in the hotel. Work was done in hectic pace and in a very demanding environment with no limits to overtime work. Gained good knowledge of German language and culture.

Mikkelin Pyfitli ja Kone Mikkelin, Finland

##### *Sales Clerk*

April, 19XX to May, 19XX

A store specialized in bicycles and outdoor equipment. Worked full time about 45 hours a week. responsible for customer service, eashiering, pricing and controlling the inventory. Had training in repairing bicycles.

## SKILLS

### Languages

Finnish - native speaker

English - fluent

Swedish - highly proficient

German - Highly proficient

### Computer Skills

- Microsoft Excel

- WordPerfect and Word

- SPSS and Lindo

- PowerPoint

## REFERENCES

Dr. Irwing Berkowitz, Chief Physician, Memorial Hospital, Wilmington, DE, ±1 215 4440180

Mr. Heikki Urmas, Dean, BBA Program, Helsinki School of Economics, Mikkeli, Finland, ±358 55 20441

Mr. Jyrki Myllyvirta, Major of Mikkeli, Mikkeli, Finland, +35855 165310

Dr. C. Randall Powell, Assistant Dean, Indiana University, Bloomington, IN, ±1 xxx xxxxxx