

NAME

Current Address:

Permanent Address:

PROFESSIONAL
OBJECTIVE

Media Coordinator. Interested in writing, editing, layouts etc. Desire experience on publications related to company's internal affairs and public image. Excellent writing and communications skills with experience on writing and layouts for various publications using modern information technology.

EDUCATION

**HELSINKI SCHOOL OF ECONOMICS AND BUSINESS
ADMINISTRATION INTERNATIONAL BBA PROGRAM** (09/XX to 05/XX)

Mikkeli, Finland

Bachelor of Business Administration, will graduate in May 19XX

Current CPA 3.5

Program Features:

- * A truly global focus on International Business - **Courses taught in English**
- * Rated among the top BBA Programs in Europe by Herald Tribune, June, 19XX
- * **International faculty** from well-known universities such as UCLA, Kellogg School of Management, MIT, Wharton, Indiana University
- * **Intensive modular structure** with emphasis on cases, teamwork, analysis
- * **Exchange period** at a foreign university
- * **Compulsory Coursework covering:**
 - * External Company Environment
 - * Functional Management
 - * Communications
 - * Languages: Swedish, German, French, Spanish
- * **Elective Coursework covering:**
 - * EU Legislation
 - * European Business Environment
 - * Organizational Environment
 - * Quantitative Analysis
 - * Information Technology
 - * Human Resource Management

KUHMON YHTEISLUKIO (High School)

Kuhmo, Finland

Graduated 19XX, **HONORS**

Graduation Certificate General Grade: **LAUDATUR** (the highest)

- * Scholarships Awarded Based on GPA, English Skills and Swedish Skills

BRYAN COUNTY HIGH SCHOOL

Pembroke, GA, USA

Exchange Student August 19XX to June 19XX

Through Tjaereborg Language Branch, **HONOR ROLL, GPA 3.9**

RELEVANT
EXPERIENCE

April 19XX-
August 19XX

YRITYSPALVELU PENTTI MALINEN, Kuhmo, Finland

Full-Time Consultation Services Trainee

- * A small, 2-employee firm offering various types of consultation services especially in the field of marketing and Russian trade
- * Data Processing in the Windows environment using F-Mail, Word, Excel
- * Customer contacts via telephone and in person
- * Bookkeeping, Accounting using Excel
- * Office Furniture & Insurance and Consultation services sales
- * Translations (language skills: Finnish, English, Swedish, German, French, Spanish)

November 19XX-
March 19XX

THE TUUPALA HIGH SCHOOL, Kuhmo, Finland

Substitute Teacher

- * Taught English, Swedish and German
- * Required various Social & Human Relations skills

May 19XX-
November 19XX

THE FINNISH DEFENSE FORCES, Kajaani, Finland

Journalist, Corporal

- * Responsible for Writing, photography, editing, layouts for two military publications (Sysari and Hurtti-Ukko) using PageMaker, AmiPro, Arts & Letters

OTHER
COMPUTER
SKILLS

Very proficient in: Eudora, Microsoft PowerPoint, Microsoft Excel, SPSS for Windows, CorelDraw, Corel Ventura, Netscape, Telnet, IRC, Gopher
Excellent Typist, High School grade 10 (the highest)

ACTIVITIES

Board Member of Student Union PROBBA

- * BBA News Editor/ Media Representative

Student Member of the High School Board

HOBBIES

Various Sports, Music (board member of a techno music organization, graduate from the **Kuhmo Institute of Music** majoring in piano and music theory), Reading, Computers, Journalism, Travelling

REFERENCES

Dr. Heikki Urmas, Dean
HSE International BBA Program
Lönnotinkatu 5
50100 MIKKELI, Finland

Mr. Markus Ala-Heikkilä, Principal
Kuhmon Yhteislukio
Kainuuntie 127
88900 KUHMO, Finland

Mr. Pentti Malinen, CEO
Yrityspalvelu Pentti Malinen
Kainuuntie 154
88900 KUHMO, Finland

Mr. Don Carnley, Principal
Bryan County High School
Pembroke, GA 31308
USA