

# Name

Current address:

Permanent address:

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## CAREER OBJECTIVE

To work as a Program or Resource Manager for a Not-for-Profit Organization that is engaged in international, socially responsible activities. Prefer to locate in Europe, Africa or North America.

## EDUCATION

Helsinki School of Economics and Business Administration

BBA-program, Mikkeli

9/XX-12/XX

International, intensive and comprehensive program.

Courses are taught in English.

Professors from 20 different top schools throughout the world.

45 class contact hours during each 3 weeks course period.

Emphasis on Cases, Teamwork and Analysis.

! Building on previous knowledge and experiences, expanding understanding in important issues such as Business Ethics.

! GPA 3.67/4.0=A, third of total 120 credit units completed.

! Study abroad period in the Netherlands.

8-12/XX

Dale Carnegie, personal skills course, Helsinki

2-8/XX

A 12 week, 48 hours, course for Middle and Top level managers to improve especially communication skills.

! Learned ways to motivate, negotiate and present opinions.

! Acquired prioritizing and memorizing aptitude.

Mercury International, sales-ship course, Vierumäki

5/XX

One week course of efficient sales techniques.

! Gained experience how to control sales situation, present prices and deal with objections.

University of Oulu. The Master of Science in Business Administration

Degree Program

8/XX-4/XX

Discontinued due to an unique experience and job opportunity in AIESEC.

Helsinki Business College, degree program of accounting

8/XX-5/XX

Wide selection of courses: Marketing, Accounting, Taxation, Economic Geography, Office Technology and Automatic Data Processing.

! Obtained several practical skills such as typing.

! Treasurer of the Student Union for one year.

The Kuoio School of Home economics

8-12/XX

! Improved skills in handicraft, baking, cooking and planning and maintenance of a household.

## EXPERIENCE

Vice President of Human Resources and Financial Management

AIESEC-Finland. Helsinki.

5/XX-5/XX

The most global student organization AJESEC, over 50,000 members in 90 countries, contributes to cross cultural understanding and cooperation by projects and trainee exchange.

! Leader of national HR team with 16 members.

! Responsible for coordination between speakers, delegates and organizing committee of conferences with 20400 participants.

! Formed and administered a budget of FIM 1 million.

! Trained, facilitated and contributed to international seminars in Tunisia, Estonia, Sri Lanka,

Poland, Denmark and Sweden.

Part-time accountant

1/XX-4/XX

Tilitoimisto A. Karppinen Oy, Oulu

One of the leading accounting, auditing and consulting firms in the city of Oulu, a population of 100,000.

! Balanced work, studies, AIESEC and volleyball during this time.

Accountant

Lohi-yhtödt Oy, Rovaniemi.

8/XX-7/XX

The largest accounting company in Lapland with over 30 employees.

! Conducted book-keeping and closing of books of the client companies.

**ACTIVITIES**

Chairperson of the Student Union of BBA-program

19XX

Maintain and develop student activities, internal and external relations and coordinate the student board of 10 members.

Student member of the board of Kallavesi High School

19XX

Present student view and opinion in the 14 members board of the school with 300 students.

Exchange student in JP McCaskey High School. PA, USA

19XX-XX

Involved in volleyball, basketball and track and field teams.

Achieved honor for outstanding performance in the track and field.

**ACCOMPLISHMENTS**

Newcomer of the Year Award of AIESEC in Finland

19XX

Saint George Award of Scouts and Guides

19XX

Finnish Championship in Volleyball

19XX

**LANGUAGES**

Fluent Finnish and English

Competent German and Swedish

Basic Italian

**COMPUTER SKILLS**

! Microsoft Word, Excel, PowerPoint

! Apple Programs

! WordPerfect

! Various Accounting Programs

**REFERENCES**

Dr. Jagdish Parikh  
Member, Board of Directors  
Harvard Business School  
12, Dubash Marg  
Bombay  
India  
Tel. 41-89-2 103330

Mr. Albert Hofhuis  
Director Commercial &  
Finance Division  
Cebeco, Int'l projects B. V.  
58018, Teugeseweg  
7418 AM Deventer  
The Netherlands  
Tel. 31-570-638 400

Anja Karppinen-Koponen  
Mans gmg Director  
Tilitomusto A Karppinen  
Hallituskatu 11  
90100 Oulu  
Finland  
Tel. 358-81-377 507

Helena Helm  
Export Director  
Muurlan Lasi  
Fabianinkatu 13  
00130 Helsinki  
Finland  
Tel. 358-0-664 848