

**NAME**

Address

Phone

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### **CAREER OBJECTIVE**

International Marketing Assistant- position in an organization tat is expanding markets internationally. Highly interested in international business and willing to relocate as necessary.

### **EDUCATION**

**Helsinki School of Economics and Business Administration** (9/XX to 1/XX), Mikkeli, Finland  
Bachelor's degree in Business Administration, Jan 1997. Maintained a B average.

Helsinki School of Economics and Business Administration is the oldest and leading business school in Finland. Its BBA-program is one of its kind in Scandinavia and International Herald Tribune ranked it among one of the best business schools in the world. Visiting professors from other business schools all over the world teach intensive three week modules. One course is taken at a time and students study through summer. All the courses are taught in English and class participation is mandatory. The program requires the students to spent the last semester at a university abroad studying four business courses.

**Alahärmä High School** (8/XX to 5/90, 8/XX to 5/XX), Alahärmä, Finland  
Secondary School Graduate, June 19XX. Maintained a A- average.

**Adams County Christian School** (ACCS) (8/XX to 5/XX), Natchez, Mississippi, USA  
High School Graduate, May 19XX. Maintained an A- average.

### **ACTIVITIES & HONORS**

- ! Danced ballet, jazz-dance and modem dance in the Seinäjoki Ballet School 19XX-19XX.
- ! Played the flute 19XX-19XX and piano 19XX-19XX in the Ylihärmä Music School.
- ! Played the 1st flute in the Ylihärmä Music School Orchestra for 7 years.
- ! Played the 1st flute in the ACCS Marching Hand 19XX-19XX.
- ! Ballet, aerobics and gymnastics instructor and choreographer in two local gymnastics associations (Ylihärmä Naisvoimistelijat ry and Alahärmän Naisvoimistelijat ry) 19XX-19XX and 19XX-19XX.
- ! Muscle Toning instructor in the Helsinki School of Economics and Business Administration 19XX-19XX.
- ! First Baptist Church Youth Group and Youth Choir 19XX-19XX.
- ! Layout editor and typist in the ACCS Yearbook Staff.
- ! Member of ACCS K-club.

### **EXPERIENCE**

**Junkkari Muovi Ov. Office Assistant** (6/XX-7/XX)

General office work in family owned plastic components producing company, which sells plastic components to the electronics industry. Work varied greatly from filing, typing, and answering the phone to handling the cash sales and accounts payable by computer. Translated business letters from Finnish to Swedish and English and vice versa. Work included also charting sales curves, cost figures, and profits on a regular basis in this middle sized company with about 100 fill-time employees.

**Junkkari Muovi Oy. Factory Worker.** (11/XX to 12/XX)

Worked in manufacturing in many different departments. Work included shipping and packing, finishing goods, quality control, and cleaning.

**Junkkari Oy. Office Assistant.** (4/XX to 8/XX)

General office assistant in family owned agricultural machinery producing company with about 200 full-time employees.

Worked in family owned business occasionally during the summers and school holidays ever since 14 years old. Work has included different tasks from janitor and assembly line worker to general office work including sales, accounting, and computer operations.

### HONORS

- ! Youngster of the Year 19XX award given by the Ylihärmä town council
- ! Alahärmä High School Valedictorian 19XX
- ! Midsummer Maid Contest 19XX, 2nd runner up. (Charity contest for raising funds for the Disabled Veterans Organization)
- ! ACCS Sweetheart 19XX
- ! Class president 8th-12th grade
- ! Vice president of the Student Council 19XX-19XX
- ! Student member of the Alahärmä High School Board

### LANGUAGE SKILLS

- ! English: excellent knowledge
- ! Swedish: general knowledge
- ! German: general knowledge

### REFERENCES

Fero Noponen  
Financial Manager  
Junkkari Muovi Oy  
Tehtaantie 4  
62375 Ylihärmä  
(964) 4835111

Alpo Perämäki  
Production Manager  
Junkkari Oy  
PL 21  
62375 Ylihärmä  
(964) 4846400

Timo Kuoppala  
Headmaster  
Alahärmä High School  
Pirintie 12  
62300 Alahärmä  
(964) 4849714