

Name

Address

Phone

CAREER OBJECTIVE

International Business. I am aiming to a management position with strong personal drive, high productivity, and where well developed communication skills are desired and regarded as an asset. International sales, marketing and decision making.

EDUCATION

HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION INTERNATIONAL CENTER
Mikkeli, Finland

International Bachelor of Business Administration Graduating in December 19XX, major in management

Overall GPA: 3.85/out of 4.00, International BBA-Program has emphasis on team work and case studying. Studies are conducted in English. Most of the professors are from North American Universities. Studies include a foreign study period for one semester. Relevant courses include: Human Resources Management, Management, International Business, Advertising and Promotion Management, European Business Environment, International Marketing, Accounting (3 courses), Finance (2 courses), Statistics, Economics and Languages.

COACH 1,11,111/ PERSONNEL MANAGEMENT COURSE Helsinki, Finland

Management course 19XX-19XX, 14 days, The course was organized for Aurinkomatkat employees holding the management position. Main concern in training, management and human resources.

BUSINESS SCHOOL Savonlinna, Finland

Basic studies in business Graduated May 19XX, Two year program for High School graduates. Studies in business, marketing, book keeping, languages. Major in marketing.

WORK EXPERIENCE IN FOREIGN COUNTRIES

OY AURINKOMATKAT-SUNTOURS LTD Helsinki, Finland

Destination Supervisor 19XX-19XX

A chief local representative for the travel agency. Duties: general organization, finance, book keeping, staff development, training, supervision, general management of the hotel reservations, transport organising, budget control, hotel and handling agent agreements, PR-work, contacts with local authorities, planning the tours, marketing efforts to sell optional programs for the clients in the destination, seeking new programs and hotels for future, sales briefing. My longest and most demanding experience is from Far East. I ran the operations in Bangkok, Thailand for more than six years in 19XX-19XX. I managed and developed growing operations. There were round six hundred clients coming weekly to Thailand (yearly around 5000 clients), fifteen tour leaders working under my supervision. Other destinations where I have worked as a destination supervisor: Florida, U.S.; Alanya, Turkey; Natanya and Jerusalem, Israel.

Tour leader 19XX-19XX

Duties: guiding excursions, helping clients, office duties. To facilitate these experiences, I studied cultures, history and languages and worked for half year periods each time in many different countries: Spain, Greece, Morocco and Israel. In Israel I guided one and two week round tour groups, taking care of all the arrangements for these groups. After few years I gained more responsibilities and became the destination supervisor.

Gy Aurinkomatkat-Suntours Ltd., is the daughter company for Finnair, the national carrier. Aurinkomatkat is the biggest travel agency in Finland, with a total capacity ca. 200 000 clients a year from a Finnish population of five million. My cultural adaptability and performance across cultural boundaries are strong. I am flexible, and determined. I have planned and started various new tour programs, trained many tour leaders. I have strong organizational, project preparation and design skills. I have a wide knowledge of Asian and Near Eastern countries. Working and living in these countries has given me extensive skills and experience.

LANGUAGE SKILLS

Finnish: Native speaker
English: Fluent
German: Proficient

Swedish: Fluent
French: Basics
Thai: Basics

ACTIVITIES

- ! *Scuba Diving*. Certificates: PADI Advanced diver and CMAS two star diver. Ten years experience from various diving sites around the world, mainly in tropical seas.
- ! *Photographing*. Amateur photographer with a lot of experience.
- ! *Travelling*. I have travelled widely in Europe, U.S., Australia, China, Taiwan, Hong Kong, Singapore, Indonesia, Malaysia, Thailand, Vietnam, Cambodia, Laos, Myanmar, Philippines, Nepal, India, Sri Lanka, Egypt, Israel, Jordan, Turkey etc.

REFERENCES

RISTO PELLINEN Personnel Manager, Oy Aurinkomatkat-Suntours Ltd., Dagmarinkatu 4, 00101 Helsinki, Finland, (90) 8187855

DR.THOMAS F. MCEVLLLY PhD, McEvelly Consulting and Educational Specialists 3623 W.Paradise Dr., West Bend, WI 53095, (414) 3352622

SURAPON PUMSA ARD General Manager, Thai Travel Agency, 5/21 Silom Soi 11, Shorn road Bangkok 10500, Thailand, (662) 2348676

HEIKKI URMAS PhD, Dean, Helsinki School of Economics and Business Administration L6nnrotinkatu 4, 50100 Mikkeli, Finland, (955) 20441