

ALEXANDRA KVIST, CV



❑ EDUCATION

- ❑ **MSc Economics and Business Administration, University of Vaasa 2013**
- ❑ **BA Hons. International Business Management, University of Wales Institute Cardiff 2011**

❑ WORKEXPERIENCE

- ❑ **Project Manager, Wasa Business Development, Vaasa 2014-**
 - ❑ Sales
 - ❑ Marketing & Promotion
 - ❑ Translations
 - ❑ HR related tasks
- ❑ **Project Assistant, Wasa Business Development, Vaasa 2012-2014**
- ❑ **Recruitment Fair Team Member at Contact 2013, University of Vaasa 2012**
 - ❑ Marketing & Promotion
 - ❑ Fair assistant
- ❑ **Receptionist, Hotel Astor Wasa, 2010 – 2013**
 - ❑ Customer Service activities
- ❑ **Information Point Team Member, London 2012 Olympic Organizing Committee, London 2012**
 - ❑ Customer and Event Services

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- ❑ **Secondary Education Substitute Teacher, Korsholms Högstadium, Mustasaari 2012**
 - ❑ Spanish, English, Maths, Physical Education
- ❑ **Marketing Assistant, Vibe Marketing and PR, Cardiff 2009 – 2010**
 - ❑ Market Research
 - ❑ Event Organisation
 - ❑ Preparation of marketing related materials
- ❑ **HR Assistant, Kemira Chemicals Ltd UK, Bradford 2007**
 - ❑ Assisting in HR related tasks

- ❑ **CONFIDENTIAL POSTS**
 - ❑ **Student Society Leader, UWIC Cultural Exchange and Language Café, Cardiff 2009 – 2011**
 - ❑ **Athletics Coach, IF Femman, Mustasaari 2005-2008**
 - ❑ **Child Care Worker, Folkhälsan Korsholm r.f, Mustasaari 2008**
 - ❑ **Power Club Leader, Drogfri Ungdom r.f., Vaasa 2007-2008**

ALEXANDRA KVIST, CV

❑ LANGUAGE SKILLS

- ❑ Swedish – Mother Tongue
- ❑ Finnish – Fluent
- ❑ English – Fluent
- ❑ Spanish – Good
- ❑ French – Satisfactory

❑ IT SKILLS

- ❑ Microsoft Office Programs
- ❑ Hotellinx
- ❑ SPSS (basics)
- ❑ Kotisivukone
- ❑ Netvisor
- ❑ Social Media: Facebook, Linked In, Twitter & YouTube

❑ AWARDS AND CERTIFICATES

- ❑ International Business Management Student of the Year, UWIC, 2011
- ❑ First Class Honours Degree in International Business Management
- ❑ Wellness Mentor, Trainer 4 You, Vaasa 2013
- ❑ Gym Coach, Trainer 4 You, Espoo 2014