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Goals to attend/ Mål

To be an Executive within marketing and pr for a internationell company or organisation with a broad expertis of development skills and networkingA career abroad within 5 five yearsA very good opportunity to develop my skills and even a higher educational degree from an enviroment where results are equal to human quality and leading to sucess.

Working experiences/Arbetslivserfarenhet

Project assistant and a coordinator

1/2006 - 12/2006 FazerAmica AB, Stockholm Solna, Stockholm

- Working as a marketing coordinator and a project assistant within a concept for the food and restaurant industry. The Fresh Concept. On assignment by Åhléns AB a market leading departmentstore chain in Sweden.Referent CEO Sales department Bo Holmberg

Executive and owner

1/2004 - 1/2006 Janes Place, Stockholm, Stockholm

- A small company I built upon request from Åhléns AB.Worked with trendy foods, catering and conferences.

Unit Manager Restaurant Idrottens Hus

6/2002 - 1/2004 Riksidrottsförbundet/SOK, Farsta, Stockholm

- Witheld services such as catering and conferences and seminars towards SOK and RF and 52 other unions at Idrottens Hus in Farsta.On assignment upon former CEO Lennart Karlberg head at SOK and Riksidrottsförbundet.

Executive

4/2000 - 4/2002 Saga Motion Foundation, Stockholm, Stockholm

- Executive in a 100 years old foundation within excersice and wellness for customrelated companies and there employees

Production assistant and project coordinator

3/1996 - 4/2000 EMA Telstar and IMG World Inc., Stockholm, Stockholm

- Coordinator for bigger events and production manager for smaller events and project assistent for vast conferences, big foregin music conserts, swedish artist shows. Everything from The Rolling Stones Woodo Lounge Tour to The Royal Music Gala at Ulriksdals Castle.

Department Mgr

3/1995 - 3/1996 Viva Holidays AB, Stockholm and Athens, Stockholm

- Department Executive Mgr. Worked 1 year before I was headhunted to Event Service and EMA Telstar AB. Even worked in different projects for IMG World Inc. The Mark McCormack Group

Department Mgr Hotels

6/1990 - 1/1995 Bennet BTI Nordic, Stockholm, Stockholm

- Executive Department Mgr within Hotel and conference bookings.

Operation assistant and sales

6/1986 - 6/1990 Fritidsresor AB TUI, Stockholm, Stockholm

- Worked from beginning as a salesperson int the headquarter and later on in the concept store. Then my role grow and I became an operation assistant at Arlanda Airport and at the headquarter,

Education/Utbildning

- College 2 yrs administration and economy
- Cambridge Examina in business English (EU level C1+) are taking place in the spring of 2007
- Certified interim courses like management, marketing and project development

Knowledge/Kunskaper

Coordinate agendas, meetings, projects, logistics, conferences and travel bookings

Taking care of incoming mail, phone calls etc.

Preparation of materials for meetings. Like PowerPoint presentations, statistics, protocols

Research within databases and internet

Used to working with larger companies within entertainment industries, food industries, retailers, travel companies, visitors boards, booking companies, commercial companies etc. Often have that roll of coordinator within those contactd

Different administration tasks common at an office

Skills within MS Office, working with it every day for years

Project leadership according bigger events, such as music shows, concerts, big conferences, catering, hotel bookings, air travels, agendas for foreign visitors etc.

Handling incoming and outgoing invoices, receipts etc

Making budget work

A very good knowledge of English in both writing and fluently speaking

Very "hands on", getting things done quickly and are very driven and ambitious

Used to work within deadlines and are always handling stressful situations very good

Service minded but can also draw limits when needed

Business systems

Amadeus

Lotus Notes

SPCS,

Amilea

Thin Client EDI System

MS Office