

# ANETTE BERGKVIST-NORDVALL

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## OBJECTIVE

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To integrate my multi-tasking project management skills throughout my business relationships and deliver on-time at budget

## SUMMARY

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Energetic, multi-tasking professional with excellent people skills

## EXPERIENCE

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January 2004 - Teligent AB/ Nabla Communications, Inc. Sweden/ Raleigh, NC  
*Financial Controller/ HR Manager*

- Liase between parent company and branch regarding Financial-, Personnel- and administrative matters. Recruiting engineers and assisting families in relocation
- Maintain and record business transactions and ledgers. Responsible for Branch Financial reports, negotiating, budget and strategy
- Responsible for Marketing- and Communication roll-out

April 2001 - Anette Nordvall, LLC/Nordvalls, Inc Stockholm, Sweden/Raleigh, N  
*International Business Consultant*

- Networking and sourcing companies for international business expansion. Including acting as a liase between Sweden and American business markets
- Inform, outline and lead to greater international business decisions, whether it is finding agents/partners, venture capital to create the space needed to establish the company niche.
- Recruiting IT Executives and assisting families in relocating to new opportunities

Sept. 1998 - July 2001

F-O-R-T-U-N-E Personnel Consultants of Raleigh Raleigh, NC  
*International Executive IT Recruiter*

- Specializing in the placement of mid to senior level IT Professionals
- Source candidates through state of the art and traditional recruiting methods
- Establish relationships with companies local and abroad.
- Developed a new niche; by assisting Swedish companies with their transition to being US based. Liase with Swedish companies to strengthen their presence

May 1991- Jan. 1994 The Body Shop Täby, Sweden  
*Sales Representative/Weekend Manager*

- Managed the weekends store; open and closing shores, light bookkeeping and weekend sales summaries.

- Sold environmentally friendly cosmetics to costumers
- Trained costumers on how and what to use for their skin and hair.

April 1988– May 1991 Manlötens Karantän HB Vallentuna, Sweden

*Quarantine Manager and part-owner*

- Daily bookkeeping and Invoicing
- Costumer interactions and sales, talking, assuring with pet owners and meeting with old and new clients,
- Daily quarantine shores such as; cleaning, feeding, grooming, exercising entertaining, TLC
- Preparing for veterinarians visits and medicating the animals
- Picking-up and releasing arriving- and departing cats and dogs, all accordingly to Swedish Agricultural law

July 1986– July 1989 Gribby Gårds skolan Täby, Sweden

*Team member of a in-house after school program*

- Scheduled and created groups and classes for different events with school or for after school events
- Assistant teacher in experimental 1-6 grade classes
- Taught children team work, values and integrity

Jan 1986– July 1986 Rättsforum Bokförlag Stockholm, Sweden

*Publication designer*

- Graphical Designer for books and book covers

Marsh 1984– Jan 1986 A.B.E Annonsbyrå AB Stockholm, Sweden

*Assistant Project leader & Office Manager*

- Controlled status on projects, groups and clients
- Arranged for daily Agency issues to get solved, printing issues, photo shoots, information gathering...
- Text settings, original work, lay-outs on Ads and catalogues
- Light bookkeeping, salary and tax payments

May 1983–Marsh 1984 B&W Stormarkand Täby, Sweden

*In-store Advertising and Promoting Expert*

- Displayed merchandise in an appealing way
- Displayed and hand wrote merchandise sales signs

May 1980–May1983 B&W Stormarknad Täby, Sweden

*Sales Representative*

- Part time cashier at checkout and claims desk
- Developed excellence in sales training course

## EDUCATION/ CERTIFICATIONS

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Sept 2004	UNC Keenan Flagler School of Business Executive Education - Strategic leadership workshop	Chapel Hill, NC
Dec 2004	Skillpath Seminar Expert class in mastering Microsoft Excel	Raleigh, NC
2003	High Noon Toastmaster Advanced-Bronze Toastmaster and Public Speaker title	Raleigh, NC
2001	High Noon Toastmaster Competative Toastmaster and Public Speaker title	Raleigh, NC
Nov 2001	NAPS, National Association of Personal Services CPC, Certified Personnel Consultant	Raleigh, NC
1998 - 2001	F-O-R-T-U-N-E Personnel Consultants Training and continued education in recruiting, Sales, and tactics	Raleigh, NC
1995 - on going	Wake Technology Community Colleague B.A in Media and Communication	Raleigh, NC
1991	The Body Shop Hdqtrs. Introduction to The Body Shop AB, sales- and costumer skills	Stockholm, Sweden
1983-1984	Skrivskolan Calligraphic writing skills and Commercial Speedwriting skills	Stockholm, Sweden
1983-1985	RMI Berghs Reklamskola Project Management in Media and Communications	Stockholm, Sweden
1979-1981	Östra Real Gymnasium Distributions- & Kontorslinjen	Stockholm, Sweden

## COMMUNITY/ ACCOMPLISHMENTS

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- 2003- Boardmember Communications chair of SACC-USA, Swedish American Chamber of Commerce NC Chapter
- 2002- Future (FRAMKOM) Committee member in SWEA International
- 2000- Chairman and Prinicpal of the Swedish School in the Triangle - a Swedish language and cultural education program for 5-14 year olds, granted by the Swedish government through SUF, Svenska Utlandsskolors Förbund
- 1999-2004 Board member of Competitive Edge committee - Greater Raleigh Chamber of Commerce
- 2001- 2004 President of SWEA, Swedish Women Education Association, North Carolina Chapter - a worldwide organisation for Swedish speaking woman abroad
- 2002- 2004 Vice Regional President and Financial Committee chair, SWEA

East Americas

- Active Public Speaker with ATM Bronze dedications and member of Talkmasters, Toastmasters International
- Member of: CED - Council of Entrepreneurial development, GRCC – Greater Raleigh Chamber of Commerce, BPW of Raleigh – Business Professional Woman of Raleigh, SVIV, Swedes in the World, NCRC, North Carolina Road Runners

Marathoner and dedicated long distance runner - Marine Corps Marathon '98, Stockholm Marathon '99, Raleigh Marathon '02 and several half marathons and short distance races

Active fundraiser for Susan Coman's - Race for the Cure, and American Cancer Society - Relay for Life Annual events

## SKILLS

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Extended experienced with multiple software applications; Excel , Outlook, Word, PowerPoint, HTML, web design, Dreamweaver X, FrontPage, Corel 10.0, Peachtree bookkeeping, Quicken, ADP payroll, etc.. Expert PC knowledge. Excellent communications skills, talented public speaker that make things happen.

## LANGUAGES

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Swedish is mother tongue – excellent written and verbal skills

English – excellent written and verbal skills

Portuguese, Danish, Norwegian – basic speaking skills

*References is available upon request*