



CURRICULUM VITAE

Personal information

Name	Mari Susanna Övermark
Address	
Telephone	
E-mail	
Nationality	
Date Of Birth	

Work Experience

Dates	November 2022 -
Name of employer	Palkka-Apu
Position	Payroll clerk
Responsibilities	payroll calculations and customer service in English and Finnish

Dates	May 2018 - June 2021
Name of employer	Artic Design
Position	Owner & Sales agent
Responsibilities	sales agent for a finnish kidswear brand in Italy, translations english-italian

Dates	February 2009 – May 2019
Name of employer	Artic Design
Position	Owner
Responsibilities	customer service english and italian, translations english-italian, order processing, administration of the company

Dates	September 2007 – December 2008
Name of employer	Lonati Spa Brescia
Position	Secretary sales department
Responsibilities	secretarial work, translations english - italian, customer service in english

Dates	October 2006 – July 2007
Name of employer	Snamprogetti Milan

Position Administration secretary
Responsibilities secretarial work in english, travel reservations, translations english-italian

Dates May 2005 – May 2006
Name of employer Oy Realinvest Ab
Position Real estate secretary
Responsibilities secretarial work, checking bills, customer service, marketing, making tenancy agreements, updating web-pages (finnish/english)

Dates March 2004 - May 2005
Name of employer Foundation for student housing in Helsinki Region
Position Worker in rent department
Responsibilities customer service in finnish and english, checking incoming payments, deposit returns, making bills, general office tasks

Dates September 2002 - February 2004
Name of employer Foundation for student housing in Helsinki Region
Position Customer product manager
Responsibilities customer service in finnish and english, making tenancy agreements, handling complaints, general office tasks

Dates March 2001 - August 2002
Name of employer Sokos Hotel Vaakuna Seinäjoki
Position Hotel receptionist
Responsibilities customer service, check -in, check -out, room and table- reservations

Dates May 2000 - August 2000
Name of employer Citymarket Seinäjoki
Position Cashier
Responsibilities customer service

Dates June 1999 - August 1999
Name of employer Esso H.Salonen
Position Cashier
Responsibilities customer service

Education

Dates September 1998 - May 2002
School Seinäjoki Polytechnic, The Finnish School of SME Business Administration

Title of qualification Bachelor of Business Administration, BBA
Field of specialization International marketing
Other Exchange student in FHW Berlin September 2000 - February 2001 (ERASMUS), studies in english

Dates September 1997 - May 1998
School The Finnish School for entrepreneurship
Title of qualification YTS, qualification for entrepreneurship

Dates September 1994 - May 1997
School High School of Seinäjoki
Title of qualification High school Diploma

Personal skills

Mother tongue Finnish
Other languages Swedish good
English excellent
German fair
Italian excellent

Technical skill MS Office
Fidelio
Lotus Notes
Economa Wintime
Paint Shop Pro
Front Page Editor

Other

11/12 - 2019 Progetto di potenziamento Inglese, scuole medie Vezza d'Oglio

04/05 - 2021 Progetto Let's Speak English, scuole medie Vezza d'Oglio e Ponte di Legno

04/04 - 2022 Progetto Let's Speak English, asili Pontagna e Incudine e scuole elementari e medie Temu, Vezza d'Oglio e Ponte di Legno

Ice skating teacher for children since 2019, ASD Hockey & Pattinaggio Ponte di Legno - Temu

Ice skating teacher for children since 03/2024, Osa on Ice, Bormio

