



## CURRICULUM VITAE

### Personal information

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

### Work Experience

Dates	November 2022 - April 2024
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(Finnish/English), 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 fair
	English excellent
	German fair
	Italian excellent

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

## Other

- 11/19 - 12/19 Teaching English project  
Let's speak English, schools of Vezza  
d'Oglio e Ponte di Legno
- 04/21 - 05/21 Teaching English project  
Let's Speak English, schools of Vezza  
d'Oglio e Ponte di Legno
- 04/22 Teaching English project Let's  
Speak English, schools of Temu, Vezza  
d'Oglio e Ponte di Legno
- 03/24 - 05/24 Teaching English project  
Let's speak English, schools of 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