

**Contact Information**    **Susanne Bylund**    **me@susannebylund.com**

510 High Street, Apt. 222  
Columbia, Mo. 65201-5980

Born on October 31<sup>st</sup> 1978

## Professional Experience

### **Operational Manager**

August 2007 – August 2008 Erik Olsson Fastighetsformedling  
Malmo, Sweden

- Full HR responsibilities for 16 employees
- Day-to-day coaching and training for sales unit to ensure sales target.
- Responsible for recruiting to own unit and involved in all recruiting corporately.
- Full financial responsibilities for sales support division
- Executive project manager of reorganization 2006 and founding manager of sales support unit

### **Senior Sales Coordinator/Management Trainee**

January 2006 – August 2007 Erik Olsson Fastighetsformedling  
Malmo, Sweden

- 18 month trainee program to gain knowledge of all company procedures
- Customer care and marketing responsibilities
- Organizer and executor of biddings and negotiations
- In charge of information acquisition process
- Awarded "best sales team 2006" with one co-worker

### **Junior Sales Coordinator/Management Trainee**

January 2006 – August 2006 Erik Olsson Fastighetsformedling  
Malmo, Sweden

- Customer care and marketing
- Biddings coordinator

## Other Professional Experience

### **Co-Founder & Owner**

January 2004 – June 2007 New Chapter Content Services  
Internet Based

- Translations Swedish – English and English – Swedish
- Proofreading English, Swedish, German
- Translations German – English and German – Swedish

### **Teacher**

January 2005 – December 2005 Bilingual Montessori School of Lund  
Lund, Sweden

- Pedagogical responsibilities and class leadership

### **English Teacher**

February 2004 – December 2004 Joy English School

Taipei, Republic of China (Taiwan)

- Pedagogical responsibilities and class leadership

### **Library Assistant**

2002 – 2004 Lund University Library

Lund, Sweden

- Co-librarian responsibilities at Lund University Libraries, School of Economics and Management branch

### **Financial Planning Trainee**

June 2001 – December 2001 MasterFoods, part time during university studies

Copenhagen, Denmark

- Market analyses
- Budgeting

## **Education**

### **Business School of Economics and Management, Lund University, Lund, Sweden**

2005

- Bachelor's degree in economic history
- Major: 18th and 19th centuries, value theory
- Thesis: Analysis of Adam Smith's economic value theory

### **Pioneer Language Institute, Taipei, Republic of China (Taiwan)**

2004

- Mandarin Chinese language training; basic and intermediate levels
- 260 hours worth of discussion class

### **Business School of Economics and Management, Lund University, Lund, Sweden**

2003

- Bachelor's degree in business administration
- Major: business leadership, management, and organization theory
- Thesis: Strategy analysis of Swedish government train monopoly transition from public not-for-profit utility to profit-driven venture

### **Faculty of Law, Lund University, Lund, Sweden**

1999 – 2001

- Enrolled in Master of Law program

### **Osterports Gymnasium, Ystad, Sweden**

1994 – 1998

- Natural sciences/Math program (high school)
- Graduated with honor

### **Orr High School, Orr, Mn., United States**

1996 – 1997

- Graduated with honor
- Participant in Future Leaders of America, Physics team and Peer helpers.
- Varsity volleyball and basketball

---

**Susanne Bylund**

me@susannebylund.com

<b>Other Experience</b>	<b>Student Political Association Ateneum, Lund University, Lund, Sweden</b>
	<ul style="list-style-type: none"> <li>▪ Vice President, 2003</li> <li>▪ Treasurer, 2002</li> </ul>
	<b>Lund Law Student Association, Lund University, Lund, Sweden</b>
	<ul style="list-style-type: none"> <li>▪ In charge of social activities and gatherings.</li> <li>▪ Responsible for the welcoming of new students</li> </ul>
	<b>Lund Student Association, Lund University, Lund, Sweden</b>
	<ul style="list-style-type: none"> <li>▪ In charge of/managing late night activities, staffed bar and restaurant</li> </ul>
<b>Language Proficiencies</b>	<b>Swedish</b> Native language, fluent
	<b>English</b> Fluent
	<b>German</b> Good
	<b>Mandarin Chinese</b> Good, limited writing
<b>References</b>	<b>References are available on request.</b>
<b>Other information</b>	I have a J-2 visa and a work permit, which allows me to work for any employer in the US.