

**ANNEMARI KETTUNEN****12.9.2017**

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**SUMMARY:** Master's Degree in East Asian Studies, international work experience from different sectors in China, France and Sweden. Core areas of competence: immigration and consular matters, project coordination, English-Finnish-English translation. Conversational in Japanese (level N3). Fluent in Mandarin Chinese.

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**WORK EXPERIENCE****Embassy of Finland, Beijing 1/2016-***Consular Services Coordinator*

-Immigration matters: processing Schengen visa applications (incl. both decision-making and practicalities); receiving Finnish residence permit applications and conducting residence permit interviews; issuing passports; replying to telephone and email enquiries concerning immigration and consular matters

**Wulff Entre Oy, Helsinki***Project Coordinator 1/2015–8/2015, Project Assistant 6/2014–1/2015*

-Facilitating small to medium-sized companies' trade fair participations: communication with the exhibitor and the fair organizer concerning e.g. details of the stand design and regulations; procurement (stand construction from subcontractors, technical orders from the organizer, catering etc.); information-gathering; on-site service during the fair

**Embassy of Finland, Tokyo 6–9/2013***Intern*

-Politics related tasks: following Japanese newspapers and attending briefings concerning political developments in Japan, writing reports about selected topics  
-Press and cultural affairs related tasks: updating and writing content to the embassy website, translating between Finnish and English, information gathering for the Press & Culture Councillor's use, replying email enquiries related to Finland

**Lapland Hospital District, Rovaniemi, Finland***Project Planner 9–12/2012 (part time), Administration Intern 6–9/2012*

-Liasing between different stakeholders in a Finno-British administrative training programme; translating and localizing the training materials from English to Finnish, assisting with the arrangements of the training week  
-Further development of the materials for the training programme; managing the programme's internal communication through web-based platforms

**European Commission, Directorate General of Translation, Brussels, Belgium 6/2009***Translator Trainee*

-Translating Commission documents from English and French into Finnish

**In addition,** I have done the following types of summer and seasonal work between 2004 and 2014: elderly care in Sweden (3 summers; 5 months in total); ticket selling and fast food restaurant work in Disneyland Paris, France (3 summers; 6 months in total); English teaching in Beijing and

Sichuan, China (6 months in total). In Finland I have worked short periods in a central laundry, post sorting office and a telemarketing company. I have also done freelance-based English to Finnish translation work for a Hong Kong cosmetics company and for an American subtitling company.

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## EDUCATION

### University of Turku

*Master of Social Sciences*, with major in East Asian Studies 9/2010–11/2013

-Society, politics and economics of China and Japan; Chinese and Japanese languages

-Minors: English translation and interpretation, Business Competence

\***Hong Kong Baptist University**, *academic exchange* 9/2011–5/2012

-Studies in international business, politics and economy

### University of Oulu 9/2006–6/2009

*Bachelor of Arts*, with major in English Philology

-Minors: Japanese language, East and Southeast Asian Studies, Area Studies of the Anglophone World

\***Université Paris Sorbonne – Paris IV**, *academic exchange* 10/2007–6/2008

## FURTHER TRAINING

'**Business Talent Asia**' further training programme (40 days) in Helsinki, Finland 2014

-Current topical issues in international business and business environments in Asia

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## POSITIONS OF RESPONSIBILITY

**AIESEC Turku** 12/2010–4/2011

*Vice President of Incoming Exchange*

-Selecting and welcoming international interns for internship positions in Finland, helping with practicalities

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LANGUAGE SKILLS	Spoken	Written	Official language certificates
Finnish	Mother tongue		
English	Excellent (C2)	Excellent (C2)	
Mandarin Chinese	Advanced (C1)	Advanced (B2-C1)	HSK 5
Swedish	Intermediate (B1-B2)	Good (B2)	
French	Good (B2)	Good (B2)	
Japanese	Intermediate (B1-B2)	Intermediate (B1)	JLPT N3
Spanish	Elementary (A2)	Elementary (A2)	
Russian	Beginner (A1)	Beginner (A1)	
Cantonese	Beginner (A1)	Beginner (A1)	-

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## SOFTWARE SKILLS

Windows, iOS; MS Office (Word, Excel, PowerPoint, Outlook)

SDL Trados translation memory

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## INTERESTS AND HOBBIES

Tai-Chi, yoga, studying languages, reading

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## REFERENCES AVAILABLE UPON REQUEST