

[REDACTED]
New York, NY 10002

Phone [REDACTED]

WORK EXPERIENCE

JAN 2013 - Present

Head of Communications

The Swedish-American Chamber of Commerce, Inc., New York (SACC New York)

Responsible for SACC New York's communications. Involves planning and executing communications initiatives in print and digital media promoting Chamber activities. Liaises with third parties (sponsors, vendors, contributors), and manages completion of publications (reports, booklets, brochures, directories and a bimonthly newsletter) through idea conception to finalized product.

JAN 2012 - DEC 2012

Uppsala University Scholar, working with Events & Communications

The Swedish-American Chamber of Commerce, Inc., New York (SACC New York)

Supported the Chamber's communications initiatives, working with design of marketing material. Revamped SACC New York look, producing material ensuring a recognizable and coherent identity. Amongst others started and consolidated SACC New York accounts in digital media, leading to increased visibility across the niched target market.

JAN 2012 - DEC 2012

U.S. Alumni Representative, Uppsala University, New York

Started up Uppsala University's U.S. Chapter of the Alumni Network. Reached out to alumni, set up membership database, planned events, represented the University and headed up alumni relations in the U.S.

AUG 2011 - DEC 2011

PR Assistant, Burson-Marsteller, Stockholm

Conducted research, translated materials and press releases, compiled media reports, planned and executed product launch campaigns, compiled media coverage reports of campaigns, and assisted in media training sessions.

OCT 2011

VIP/Accreditation Assistant, If Stockholm Open, Stockholm

Worked the accreditation desk at the ATP Tennis tournament, ensuring that players, coaches and other VIPs received proper accreditation for the If Stockholm Open grounds.

JUNE 2010 - AUG 2011

Marketing and Sales Associate, Annie D's Scottish Confectionary, Örsundsbro

Sold product independently at markets, developed a confident approach to serving customers as well as an ability to handle several things at once. Also produced promotional material for the brand emphasizing the brand identity.

EDUCATION & QUALIFICATIONS

SEPT 2006 - JUNE 2011 Uppsala University, Sweden

Degree Of Master in Media and Communications
Degree Of Master in Business and Administration
Bachelor's Degree in Business and Economics

SEPT 2009 - JAN 2010 Manchester Business School, The University of Manchester

**AUG 2003 - JUNE 2006 Katedralskolan High School, Uppsala, Sweden
International Baccalaureate Diploma Programme**

SKILLS & ACHIEVEMENTS

Languages Native proficiency in English and Swedish, conversational knowledge of French, can understand Norwegian and to a certain extent also Danish

IT Proficiency Microsoft Windows 7/Vista/XP, Microsoft Office (Word, PowerPoint and Excel), Mac OS, Adobe Photoshop & InDesign, PASW Statistics (SPSS), Hootsuite, Twitter, Instagram, Facebook, Tumblr

Driving Full Clean Licence

Recipient of the inaugural Uppsala University Scholarship to SACC New York in 2012

Nominated for Prime PR's annual thesis scholarship in 2011 with "Brands in Social Media"

Part of the International Society at Uppsala University and mentor to international students in 2007-2008

Referees available upon request.