

Hanna Träff

Tel: [REDACTED] E-mail: [REDACTED]

EDUCATION

- Stockholm School of Economics, University** 2012 –
SSE Bachelor Program in Business and Economics
- Göteborgs Högre Samskola, Upper Secondary School** 2008 – 2011
Social Sciences Program with specialization in Economics

PROFESSIONAL EXPERIENCE

- Mothers2mothers UK** Jul 2013 – Aug 2013
An NGO that helps prevent mother-to-child transmission of HIV
- Summer internship, London, United Kingdom**
• Assisted the team of 5 persons in every aspect of expanding unrestricted funding
- Paul Ramsay Group** Oct 2011– Jun 2012
A privately owned Australian investment company
- Personal assistant to chairman, Sydney, Australia**
• Maintain schedules, organize diary and liaison with staff, answer and validate calls
• Arranging daily logistics and a multitude of personal errands, validate and coordinate travel arrangements
- M/V Oscar**
Motor vessel owned by Paul Ramsay Holdings
- Head purser**
• Planning and organizing the events held on board, which includes responsible of staffing, supplies, logistics and planning
• Monthly bookkeeping and reconciliation of operating expenses
- M/Y Ram** Jun 2011 – Oct 2011
Privately-owned yacht based in the Mediterranean
- Stewardess/Deckhand**
• Responsible for hosting and maintaining exclusive private guests. Monitoring the guests and assuring their comfort when aboard
• Assisted the Captain with operating maintenance, planning and preparation for excursions
• Integrated and worked together with the entire vessel team in all aspects of its operation
- Rasta Group AB, Gothenburg, Sweden** Dec 2009 – Jun 2011
The Rasta Group is engaged in the Swedish hospitality industry, also focusing on events.
- Corporate Guest Hostess, Waterloo Dinner Show, Åby Restaurant & Conference**
• Preparations with reservations from corporate guests as well as striving to make the experience meet their expectations
- Hostess/Waitress, Ullevi Restaurant & Conference**
• Responsible for groups of guests up to 100 persons

EXTRACURRICULAR ACTIVITIES

- Indlovu volunteer program, The GR Game Lodge, South Africa** Oct 2010 – Nov 2010
• Volunteer work at The Garden Route Game Lodge involving wildlife management, game counts, rhino plotting, general reserve maintenance etc.
• Project to raise an elephant orphan Sep 2013
- The Swedish Cruising Club Sail Training Foundation** 2008 – 2010
A non-profit organization that trains youth and adults in sailing, seamanship and navigation
• Sailing with the Foundation for three consecutive summers
• Recommended by the captain with crew to go on to the instructor programme

ADDITIONAL INFORMATION

- Languages:** Swedish (Native), English (Fluent), German (Conversational)
Data skills: Microsoft Office
PADI certified Advanced Open Water Diver
References and letters of recommendation will be provided upon request.