

# Hanna Träff

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

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## EDUCATION

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

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## 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

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## EXTRACURRICULAR ACTIVITIES

- Accepted member of BBB**  
*BBB aims to promote young women leaders in Swedish and International business through mentorship and interdisciplinary idea-exchange.*
- The GR Game Lodge, Indlovu volunteer program, 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.  
• Invited back in 2013 to be a part of a project to raise an elephant orphan
- 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 and crew to proceed on to the instructor program

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## 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.**