



Europass Curriculum Vitae



Personal information

First name Surname

Mimma Brangi

Address

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www

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Nationality

Finnish

Gender

Female

Desired employment

Freelancer

Work experience

Dates

From 16/11/2017 to 23/04/2018

Occupation or position held

Editorial and financial assistant

Main activities and responsibilities

Coordinating different activities linked to production of publications
Developing and implementing identification system for publications
Coordinating production schedules and printing deadlines
Processing financial transactions

Name and address of employer

Frontex, Plac Europejski 6 00-844 Warsaw, Poland

Type of business or sector

Media and Public relations

Dates

From 01/02/2014 to 31/12/2016

Occupation or position held

Assistant

Main activities and responsibilities

Designing websites
Creating online shops
Managing social media channels
Writing instructions for CMS editors

Name and address of employer

Mirva Kanninen, Sammonkatu 20, 60120 Seinäjoki, Finland

Type of business or sector

Virtual assistant services

Dates

From 01/03/2013 to 31/01/2014

Occupation or position held

Data Entry agent FGII

Main activities and responsibilities

Registering invoices and claims in ABAC Registering purchase orders in ABAC Assets
Registering bank accounts and legal entities in ABAC

Name and address of employer

Frontex, Rondo ONZ 1, 00-124 Warsaw, Poland

Type of business or sector

Finance and Procurement Unit

Dates

From 01/10/2011 to 30/06/2012

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| Occupation or position held | Financial assistant FGIII |
| Main activities and responsibilities | Initiating payments, commitments and de-commitments in ABAC Registering invoices and claims in ABAC Registering bank accounts and legal entities in ABAC |
| Name and address of employer | Frontex, Rondo ONZ 1, 00-124 Warsaw, Poland |
| Type of business or sector | Finance and Procurement Unit |
| Dates | From 01/08/2009 to 30/09/2011 |
| Occupation or position held | Data Entry agent FGII |
| Main activities and responsibilities | Registering invoices and claims in ABAC Registering purchase orders in ABAC Assets Registering bank accounts and legal entities in ABAC |
| Name and address of employer | Frontex, Rondo ONZ 1, 00-124 Warsaw, Poland |
| Type of business or sector | Finance and Procurement Unit |
| Dates | From 10/05/2007 to 16/11/2007 |
| Occupation or position held | Junior accountant |
| Main activities and responsibilities | Entering, processing, coding and filing invoices Matching invoices with purchase orders and goods receipt notes Preparing month end reconciliations Running weekly reports |
| Name and address of employer | Accenture Services Sp., ul. Sienna 39, 00-121 Warsaw, Poland |
| Type of business or sector | Financial Services |
| Dates | From 02/01/2006 to 31/10/2006 |
| Occupation or position held | Customer service advisor |
| Main activities and responsibilities | Correcting billing errors and preparing payment agreements in SAP Entering and updating contract details in SAP Providing customer support for electricity users |
| Name and address of employer | Vattenfall Ltd., Patamäenkatu 7, 33900 Tampere, Finland |
| Type of business or sector | Electric utility |
| Dates | From 12/05/2004 to 31/08/2005 |
| Occupation or position held | Reservation sales agent |
| Main activities and responsibilities | Providing support for loyalty program customers Dealing with reservation requests Handling accommodation arrangements |
| Name and address of employer | Best Western International, Via Vespucci 2, 20124 Milan, Italy |
| Type of business or sector | Travel/tourism |
| Dates | From 30/08/1999 to 31/03/2000 |
| Occupation or position held | Technical support advisor |
| Main activities and responsibilities | Providing technical support for office equipment users Logging transactions into CRM system |
| Name and address of employer | Xerox Ltd, Ballycoolin Business Park, Blanchardstown, Dublin 15, Ireland |
| Type of business or sector | Document services/Computer Peripherals |
| Dates | From 04/11/1998 to 12/02/1999 |
| Occupation or position held | Project work |
| Main activities and responsibilities | Creating intranet (FrontPage) Training personnel to use intranet Creating instructions to use intranet |

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| Name and address of employer | Creating product quality checklist (Microsoft Access) Lillbacka Corporation, Metallitie 4, 62200 Kauhava, Finland |
| Type of business or sector | Metal Industry |
| Dates | From 13/12/1993 to 31/07/1995 |
| Occupation or position held | Technical support advisor/Marketing assistant |
| Main activities and responsibilities | Creating manuals for mobile data system users Creating marketing materials Providing technical support for mobile data system users |
| Name and address of employer | Mobitele Ltd, Lakalaivankatu 7, 33900 Tampere, Finland |
| Type of business or sector | Telecommunications |
| Education and training | |
| Dates | From 24/08/1990 to 08/05/1993 |
| Title of qualification awarded | Technician Engineer level education |
| Principal subjects/occupational skills covered | Telecommunications |
| Name and type of organisation providing education and training | Riihimäki Institute of Technology |
| Level in national or international classification | Post-secondary education |
| Dates | From 15/09/1993 to 26/08/1994 |
| Title of qualification awarded | Certificate in Technical marketing |
| Principal subjects/occupational skills covered | Marketing, written and oral communication, marketing communications and sales negotiation skills |
| Name and type of organisation providing education and training | Institute of Marketing |
| Level in national or international classification | Additional training |
| Dates | From 15/09/1995 to 10/05/1996 |
| Title of qualification awarded | Certificate of Completion |
| Principal subjects/occupational skills covered | English |
| Name and type of organisation providing education and training | Aspect International Language School, San Diego, USA |
| Level in national or international classification | Additional training |
| Dates | From 15/09/2007 to 10/04/2008 |
| Title of qualification awarded | Certificate of Completion |
| Principal subjects/occupational skills covered | Accounting |
| Name and type of organisation providing education and training | Oriveden Opisto, Orivesi, Finland |
| Level in national or international classification | Additional training |

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| Dates | From 01/02/2014 to 22/09/2015 |
| Title of qualification awarded | Further Qualification in Audiovisual Communication |
| Principal subjects/occupational skills covered | Digital content producing |
| Name and type of organisation providing education and training | Turku Adult Education Center |
| Level in national or international classification | Additional training |
| Social skills and competences | <ul style="list-style-type: none"> - good communication skills gained through my experience as technical support advisor - good ability to adapt to international environment, gained through my work experience abroad - good problem solving skills gained through my experience as technical support advisor |
| Organisational skills and competences | <ul style="list-style-type: none"> - organised with excellent skills in providing support - punctual and precise - ability to think and work independently as well as a team member |
| Technical skills and competences | <ul style="list-style-type: none"> - vast work experience of installing different software, drives and computer peripherals |
| Computer skills and competences | <ul style="list-style-type: none"> - good command of Joomla - basic knowledge of WordPress - basic knowledge of Adobe CC, HTML5 and CSS3 - good command of Google SEO tools - good command of SAP and MS Invoicing Tools - good command of using MS Office and Internet tools - good command of ABAC and ABAC Assets |
| Artistic skills and competences | Photography |
| Hobbies | Cooking, cycling, reading and walking |