



## Europass Curriculum Vitae

### Personal information

First name Surname

Address

Telephone

E-mail

www

Nationality

Gender

**Mimma Brangi**

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[www.brangi.net](http://www.brangi.net)

Finnish

Female

### Desired employment

Administrative assistant

### Work experience

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Main activities and responsibilities

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

Editorial and financial assistant

Coordinating different activities linked to production of publications

Developing and implementing identification system for publications

Coordinating production schedules and printing deadlines

Processing financial transactions

Frontex, Plac Europejski 6, 00-844 Warsaw, Poland

Media and Public relations

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

Assistant

Designing websites

Creating online shops

Managing social media channels

Writing instructions for CMS editors

Mirva Kanninen, Sammonkatu 20, 60120 Seinäjoki, Finland

Virtual assistant services

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

Data Entry agent FGII

Registering invoices and claims in ABAC Registering purchase orders in ABAC Assets

Registering bank accounts and legal entities in ABAC

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

Finance and Procurement Unit

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

Financial assistant FGIII

Initiating payments, commitments and de-commitments in ABAC

Registering invoices and claims in ABAC

Name and address of employer	Registering bank accounts and legal entities in ABAC 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 Creating product quality checklist (Microsoft Access)
Name and address of employer	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
Name and address of employer	Providing technical support for mobile data system users Mobitele Ltd, Lakalaivankatu 7, 33900 Tampere, Finland
Type of business or sector	Telecommunications
<b>Education and training</b>	
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
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
Dates	From 01/09/2020 to present
Title of qualification awarded	Green Care basics
Principal subjects/occupational skills covered	Health benefits of Green Care
Name and type of organisation providing education and training	SeAMK, Seinäjoki, Finland
Level in national or international classification	Additional training
Computer skills and competences	<ul style="list-style-type: none"> <li>- good command of Joomla</li> <li>- basic knowledge of WordPress</li> <li>- basic knowledge of Adobe CC, HTML5 and CSS3</li> <li>- good command of Google SEO tools</li> <li>- good command of SAP and MS Invoicing Tools</li> <li>- good command of using MS Office and Internet tools</li> <li>- good command of ABAC and ABAC Assets</li> </ul>
Artistic skills and competences	Italian style cooking and food photography
Hobbies	fat biking and forest bathing