

Office Manager

Expertise	Accounting, marketing
Education	Accounting, 2021 Nordic Business Institute, Luleå, Sweden

Professional Experience

2023 – Present	Itasca Consultants AB, Luleå, Sweden Office Admin Manager
2023 – 2023	Riksbyggen, Luleå, Sweden Accountant
2022 – 2023	HSB Norr, Luleå Sweden Accountant
2020	Coop Norrbotten, Luleå Sweden Internship Accountant
2021	Hushållningssällskapet, Luleå Sweden Internship Accountant
2014 – 2018	Mio Möbler, Boden Sweden Customer Service Manager

Experience

Accountant with experience within housing cooperative including preparing annual financial reports, loan procurements, budgeting, and case management, as well as basic skills in tax return.

Previous experience as customer service manager with overall responsibility for budgeting and personnel management. Project manager for smaller in-house projects and the responsibility to updating staff with new protocol and procedures.

Former board member of housing cooperative Gamen & Svarta Björn.

Treasurer of the BIFF (Bodenpolisens intresseförening)