



Laura Toivola

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EDUCATION

9/2005 – 12/2009 (estimated)

BA Media Communications

Helsinki Metropolia University of Applied Sciences, Finland

A full-time four-year programme, majoring in 3D visualisation and animation; focusing on modelling, cinema techniques, and animation. First year of studies concentrated on digital communications technologies and theoretical studies.

Fall 2007 and Spring 2008

Exchange Student

Korea University, South Korea

Full-time studies focusing on Fine Art and Korean language.

8/1995 - 12/1998

Diploma in Media Communications

The Vantaa Institute for Arts & Crafts, Finland

A full-time three-year vocational education programme consisting of illustration and art techniques, design, photography and art history.

8/1986 – 5/1995

Skinnarilan ala-aste / Sammonlanden yläaste, Finland

The Finnish elementary and middle school education

SKILLS

Software	3D tools Design tools Web tools Other	3D Studio Max, Modo Photoshop, Painter, Illustrator, InDesign Flash, Dreamweaver, GoLive HTML, CSS basics Microsoft Office tools
Language	Finnish English	native language fluent

WORK HISTORY

December 2007–January 2008

Fresco Painting Assistant

Assistant to Professor Jin Young Sun's fresco project for the Korea University Hospital.

9/2002 – 5/2005

Associate Fulfilment Administrator

IBM Denmark

Responsibilities as described below with additional duties of maintaining business controls, compliance testing and the invoice disputes for all Nordic countries.

3/2001 – 8/2002

Customer Support Representative

IBM Scotland, UK

Focal point of contact and administrator for Finnish and Swedish direct customers; End-to-end process maintenance (order receipt, manufacturing, shipment to customer); Pre-sales support; sales and customer satisfaction, invoice and shipment discrepancies; document and mail archive maintenance.

1/1999 – 3/2001

Print Media Designer

Koivunen Oy, Finland

Design and completion of sales brochures and product catalogues; Advertising material for business partners and nationwide household advertising campaigns; In-store campaign material; Product photography.

HOBBIES & INTERESTS

Animation & films, video games and comic books
Photography, painting and drawing
Asian culture, history and languages

