

Kaarlo Mustonen

Design student

b. 3.11.1995



Experience

Finnish Immigration Service

Senior Attendant | 2017-2019 & summers 2020-2022

Responsibilities

Providing wide range of in-house services for the employees of the bureau. Including material management, small purchases, transportation services, internal communication and taking and being in charge of editing staff photographs. I also took part in development projects on my own initiative.

Projects

Office relocation

- Organizing the move with the project manager
- Cataloging the offices furniture and planning new locations

Developing Entry-Exit process for new employees

A weekly information letter to the bureau's intra-page

BK Climbers Ry

Junior Coach | 2014-

Planning and implementing yearly exercise plans for the junior athletes

Avarn Security / Turvatiimi

Security officer / Guard | Part & Full-time 2014-2017

Lobby services

Security services

Cloakroom services

Education

Aalto University

School of Arts, Design and Architecture | 2022-

Design, Master of Arts

Collaborative and Industrial design major

Aalto University

School of Arts, Design and Architecture | 2019-

Design, Bachelor of Arts

Aaltonaut -product development minor

University of Helsinki

Faculty of Pharmacy | 2015-

Bachelor studies

Helsinki Upper Secondary School of Natural Sciences

Natural Science Programme | 2011-2014

Contact

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Languages

Finnish | Native language

English | Excellent

Swedish | Good

Skills

Communication

Facilitation

Tools

Microsoft Office | Good

Excel, Power Point, Word

Adobe CC | Basics

Photoshop, Illustrator, InDesign

Figma | Basics

Rhinoceros | Basics

SolidWorks | Good

Interests

Climbing

Hiking