



VILMA JÄRVELIN

BACHELOR OF ARTS

PERSONAL PROFILE

I study towards masters degree at the University of Jyväskylä. My major is Finnish language and as my minors, I've studied Information Systems Science and Communication. Besides good IT skills I have a lot of experience of customer services and different kinds of workplaces.

SKILLS

- Teamwork skills and ability to work in different kinds of environments and tasks
- Ability to meet and work with different people, including children
- Good communication and co-operation skills (also in English)
- Ability to work also under pressure
- Good IT skills (M365, Google Workspace, VS Code, Tweb for example)

VOLUNTEERING

I have been an active member and a board member of Finnish language student association Sane ry for multiple terms. I've acted as

- Events Representative (2020-2022)
- Sports Representative (2020-2021)
- Business Co-operation Representative (2022-2023)
- Worklife and Alumni Representative (2022-2023)
- Representative of International Affairs (2022-2023)

CONTACT DETAILS

Address: Tavintie 4 D 24,
40400, Jyväskylä
Phone: +358 458 552 201
Email: vilmaja_@outlook.com
Website: vilmaja.fi

EDUCATION

University of Jyväskylä

Master of Arts (Finnish language)
Ongoing

University of Jyväskylä

Bachelor of Arts (Finnish language)
Graduated in June, 2024

Laukaan lukio

Matriculation examination
Graduated in June, 2018

CAREER

Trainee

Finnish Transport and Communications Agency TRAFICOM,
6/2024–9/2024
6/2025–9/2025

Besides warm working atmosphere the traineeships at Traficoms registry office has offered me a lot of new experiences and understanding related to public administrations functioning and to Traficom as an agency. I've got to know what and how the registry office does and on the other hand I have got an important first experiences of full time job. Mainly my job has included registering different kinds of documents to the case management systems and customer service via phone but I have also participated meetings and got to do some online courses. I have learned how to balance between working from home and working at the office and how to rhythm the workdays. The first summer I worked as an intern and the second as an expert. Both summers I have been able to work both independently and as a team player.

Tutor of international university students

JYU, 8/2022–11/2022

As a tutor I contacted my tutees via e-mail before they did arrive to Jyväskylä. I was there for them as they settled into their new study and living environment and was ready to help with travel and housing arrangements, for example. It felt very rewarding to see how I was actually helping people not only to settle down but also make friends. I guess it might be not necessary to say that my English skills improved quite a lot from this experience. In addition to that, I got a great chance to improve also my organising skills.

Fast food worker

Restel Fast Food Oy, Burger King Jyväskylä
8/2018–9/2020

Karaoke leader

Freelancer, 7/2017–12/2018

Personal assistant of disabled person

Private person in Jyväskylä, 10/2016–7/2019