

Appendix 1-6 for HI TECH fall biannual meeting 2017-11-14.

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Appendix 1: Propositions

PROPOSITION 1 (SECOND READING)

Last spring biannual meeting the association's official language changed to English. A proposition to change the by-law to English were presented during the fall bi annual meeting. After the meeting the board noticed a sentence in the proposed by law that was wrongly translated. Therefor the board proposes to eliminate the previous proposition and replace it with this new proposed by-law.

Suggestion from the board of HI TECH:

To eliminate the previous proposition from the fall bi annual meeting of 2017 and to change the by-law to following, see separate document "HI TECH BY-LAWS, DRAFT".

PROPOSITION 2 (SECOND READING)

The order of the agenda in the associations by law regulates that the secretary is elected at point four. To make it easier to start taking notes during the bi annual the board suggests to move the point in the agenda to point three instead.

Suggestion from the board of HI TECH:

To change the order in the by law for the spring and autumn biannual meeting to following:

“6.10 Agenda for the Autumn BM

During the Association’s Autumn BM, the following items shall be considered:

- §1 Opening of the meeting
- §2 Election of a chairperson of the meeting
- §3 Election of a meeting secretary
- §4 Election of two persons to function as adjusters and act as vote tellers
- §5 Establish the voting count
- §6 Approval of the agenda
- §7 Co-option of non-members
- §8 Resolution on whether the meeting has been duly convened
 - Propositions
 - Motions
 - Presentation of the annual report
 - Determine a plan of operations
 - Presentation of the financial monitoring
 - Determine the membership fee
 - Presentation and approval of the budget
 - Election of the Vice President
 - Election of the Head of Finance
 - Election of the Head of HI LIFE
 - Election of the Internal Organizer
 - Election of the Head of Affairs
 - Election of the Head of Communication
 - Election of the Nomination Committee

§ xx Any other business

§ xx Closing of the meeting

6.11 Agenda for the Spring BM

During the Association’s Spring BM, the following items shall be considered:

- §1 Opening of the meeting
- §2 Election of a chairperson of the meeting
- §3 Election of a meeting secretary
- §4 Election of two persons to function as adjusters and act as vote tellers
- §5 Establish the voting count
- §6 Approval of the agenda
- §7 Co-option of non-members
- §8 Resolution on whether the meeting has been duly convened
 - Propositions
 - Motions
 - Presentation of the annual report
 - Presentation of the financial monitoring
 - Presentation of the Auditor’s report
 - Resolution on the freedom of liability for the Board of the previous year
 - Election of an Auditor
 - Election of the President

- Election of the Purchase Manager
- Election of the Head of HIKE
- Election of the Head of HINT
- Election of the IT Manager
- Election of the Head of HI EDUCATION

§ xx Any other business

§ xx Closing of the meeting”

Changes to the current by law that's in Swedish

”6.10 Dagordning vid höststämma

Vid föreningens höststämma ska följande punkter behandlas:

§ 1 Stämmans öppnande

§ 2 Val av mötesordförande

§ 3 Val av mötessekreterare

§ 4 Val av två justerare tillika rösträknare

§ 5 Upprättande av röstlängd

§ 6 Godkännande av dagordning

§ 7 Adjungeringar

§ 8 Mötets behöriga utlysande

- 9 Propositioner
- 10 Motioner
- Framläggande av verksamhetsberättelse
- Fastställande av verksamhetsplan
- Framläggande av ekonomisk uppföljning
- Fastställande av medlemsavgift
- Framläggande och fastställande av budget
- Val av Vice Ordförande
- Val av Kassör
- Val av Ordförande i HI LIFE
- Val av Intern Organistör
- Val av Näringslivsansvarig
- Val av Informationsansvarig
- Val av Valberedning

§ xx Övriga frågor

§ xx Stämmans avslutande

6.11 Dagordning vid vårstämma

Vid föreningens vårstämma ska följande punkter behandlas:

§ 1 Stämmans öppnande

§ 2 Val av mötesordförande

§ 3 Val av mötessekreterare

§ 4 Val av två justerare tillika rösträknare

§ 5 Upprättande av röstlängd

§ 6 Godkännande av dagordning

§ 7 Adjungeringar

§ 8 Mötets behöriga utlysande

- Propositioner
- Motioner
- Framläggning av verksamhetsberättelse
- Framläggande av ekonomisk uppföljning

- Framläggande av revisionsberättelse
- Fastställande av medlemsavgift
- Ansvarsfrihet för föregående års styrelse
- Val av Revisor
- Val av Ordförande
- Val av HI SHOP-Ansvarig
- Val av Ordförande i HIKE
- Val av Ordförande i HINT
- Val av IT-ansvarig
- Val av Ordförande HI EDUCATION

§ xx Övriga frågor

§ xx Stämmans avslutande”

PROPOSITION 3 (FIRST READING)

Add the approval of previous BM meeting minutes to the agenda as point §9 in both spring and autumn BM.

During the Association's Autumn BM, the following items shall be considered:

- §1 Opening of the meeting
- §2 Election of a chairperson of the meeting
- §3 Election of a meeting secretary
- §4 Election of two persons to function as adjusters and act as vote tellers
- §5 Establish the voting count
- §6 Approval of the agenda
- §7 Co-option of non-members
- §8 Resolution on whether the meeting has been duly convened
- §9 Approval of previous BM meeting minutes.
 - Propositions
 - Motions
 - Presentation of the annual report
 - Determine a plan of operations
 - Presentation of the financial monitoring
 - Determine the membership fee
 - Presentation and approval of the budget
 - Election of the Vice President
 - Election of the Head of Finance
 - Election of the Head of HI LIFE
 - Election of the Internal Organizer
 - Election of the Head of Affairs
 - Election of the Head of Communication
 - Election of the Nomination Committee

§ xx Any other business

§ xx Closing of the meeting

6.11 Agenda for the Spring BM

During the Association's Spring BM, the following items shall be considered:

- §1 Opening of the meeting
- §2 Election of a chairperson of the meeting
- §3 Election of a meeting secretary
- §4 Election of two persons to function as adjusters and act as vote tellers
- §5 Establish the voting count
- §6 Approval of the agenda
- §7 Co-option of non-members
- §8 Resolution on whether the meeting has been duly convened
- §9 Approval of previous BM meeting minutes.
 - Propositions
 - Motions
 - Presentation of the annual report
 - Presentation of the financial monitoring
 - Presentation of the Auditor's report
 - Resolution on the freedom of liability for the previous Board
 - Election of an Auditor
 - Election of the President
 - Election of the Purchase Manager
 - Election of the Head of HIKE
 - Election of the Head of HINT

- Election of the IT Manager
- Election of the Head of HI EDUCATION

§ xx Any other business

§ xx Closing of the meeting”

Changes to the current by law that's in Swedish

”6.10 Dagordning vid höststämma

Vid föreningens höststämma ska följande punkter behandlas:

- §1 Stämmans öppnande
- §2 Val av mötesordförande
- §3 Val av mötessekreterare
- §4 Val av två justerare tillika rösträknare
- §5 Upprättande av röstlängd
- §6 Godkännande av dagordning
- §7 Adjungeringar
- §8 Mötets behöriga utlysande
- §9 Godkännande av förregående stämmas protokoll.

- 9 Propositioner
- 10 Motioner
- Framläggande av verksamhetsberättelse
- Fastställande av verksamhetsplan
- Framläggande av ekonomisk uppföljning
- Fastställande av medlemsavgift
- Framläggande och fastställande av budget
- Val av Vice Ordförande
- Val av Kassör
- Val av Ordförande i HI LIFE
- Val av Intern Organistör
- Val av Näringslivsansvarig
- Val av Informationsansvarig
- Val av Valberedning

§ xx Övriga frågor

§ xx Stämmans avslutande

6.11 Dagordning vid vårstämma

Vid föreningens vårstämma ska följande punkter behandlas:

- §1 Stämmans öppnande
- §2 Val av mötesordförande
- §3 Val av mötessekreterare
- §4 Val av två justerare tillika rösträknare
- §5 Upprättande av röstlängd
- §6 Godkännande av dagordning
- §7 Adjungeringar
- §8 Mötets behöriga utlysande
- §9 Godkännande av förregående stämmas protokoll

- Propositioner
- Motioner
- Framläggning av verksamhetsberättelse
- Framläggande av ekonomisk uppföljning
- Framläggande av revisionsberättelse

- Fastställande av medlemsavgift
 - Ansvarsfrihet för föregående års styrelse
 - Val av Revisor
 - Val av Ordförande
 - Val av HI SHOP-Ansvarig
 - Val av Ordförande i HIKE
 - Val av Ordförande i HINT
 - Val av IT-ansvarig
 - Val av Ordförande HI EDUCATION
- § xx Övriga frågor
§ xx Stämmans avslutande”

PROPOSITION 4 (SECOND READING)

In the associations by law there is a point in the agenda for the spring bi annual meeting regarding the freedom of liability for the board of the previous year. There has been unclear regarding how you count a year since the association change board members during both spring and fall. To clarify this the board purposes to change the point in the spring bi annuals agenda.

Suggestion from the board of HI TECH:

The board purposes to clarify the point in the agenda to following:

6.11 Agenda for the Spring BM

“Resolution on the freedom of liability for the Board of the previous operational year”

PROPOSITION 5

The equal treatment policy of HI TECH

HI TECH is an association of students at Jönköping University – School of Engineering. The Association with its committees and project groups constitute a politically and religiously independent organizational structure.

The purpose of the Association is to ensure the quality of its members' studies, offer the members an opportunity to influencing the education that takes place at the School of Engineering at JU, and provide students with a meaningful complement to their studies in the form of an active social life outside of their studies.

Everything written below about the HI TECH work for equal treatment applies to all our activities in the name of HI TECH, that includes all activities arranged by the associations committees, project groups and the board.

The grounds for discrimination recognized by the Swedish law (SFS 2008:567, chapter 1, section 1) are:

1. Sex
2. Transgender identity or expression
3. Ethnicity
4. Religion or and other belief
5. Disability
6. Sexual orientation
7. Age

Ways of discrimination, according to SFS 2008:567 chapter 1, section 4 §, are:

1. **Direct discrimination:** that someone is disadvantaged by being treated less favorably than someone else is treated, has been treated or would have been treated in a comparable situation, if this disadvantaging is associated with sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.
2. **Indirect discrimination:** that someone is disadvantaged by the application of a provision, a criterion or a procedure that appears neutral but that may put people of a certain sex, a certain transgender identity or expression, a certain ethnicity, a certain religion or other belief, a certain disability, a certain sexual orientation or a certain age at a particular disadvantage, unless the provision, criterion or procedure has a legitimate purpose and the means that are used are appropriate and necessary to achieve that purpose.
3. **Inadequate accessibility:** that a person with disability is disadvantaged through a failure to take measures for accessibility to enable the person to come into a situation comparable with that of persons without this disability where such measures are reasonable on the basis of accessibility requirements.
4. **Harassment:** conduct that violates a person's dignity and that is associated with one of the grounds of discrimination sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.
5. **Sexual harassment:** conduct of a sexual nature that violates someone's dignity.
6. **Instructions to discriminate:** orders or instructions to discriminate against someone in a manner referred to in points 1–4 that are given to someone who is in a subordinate or dependent position relative to the person who gives the orders or

instructions or to someone who has committed herself or himself to performing an assignment for that person.

The active work that HI TECH does towards equal treatment includes:

- HI TECH will work towards all activities in HI TECH being available to all students.
- HI TECH will not support or encourage any activities that are religious, party-political, sexist, racist or in any way offending to an individual or groups that are a member of HI TECH.
- HI TECH will, when possible, use a gender neutral and including language.
- HI TECH will work for all information being available for all students, if possible. This includes a continuous work with translating all documents to English.
- HI TECH will provide ways for students to involve themselves in activities even though they don't have the time to engage in board work, for example engaging in project groups.
- HI TECH will inform about the possibility to contact OLIK and the possibility to report all forms of discrimination that occurs in the school and on other student social activities.
- HI TECH reserves the right to ask a person to leave an event if the person has made a violation according to the Discrimination Act.

Procedure for hi tech in case of a suspected discrimination:

1. If anyone in the association suspects that a discrimination has taken place within the organization, they should contact the president of HI TECH.
2. If anyone in the association receives information regarding a suspected discrimination from a student, they should inform the president of HI TECH and refer the student to the president as well.
3. The HI TECH president will inform about OLIK and the possibility to contact the Swedish police.
4. If the discrimination has taken place within HI TECHs organization the president shall inform about the equal treatment policy of the association and which further steps that will be taken to make sure that the discrimination won't happen again.
5. The president together with the board of HI TECH shall start an investigation of the suspected discrimination.
6. After the investigation is made the board shall create a concrete action plan of how to make sure that the discrimination won't happen again

The whole process including the investigation should strive towards leaving the victim and informant anonymous, this does not apply if any of the individuals asks to be non-anonymous.

HI TECH cannot promise all activities and events being available to all students since HI TECH is an association that depends on voluntary work from students.

PROPOSITION 6 HI TECH policy.

The board proposes the biannual to approve the policy and to ad it as a steering document
See appendix XXX for the policy document.

PROPOSITION 7 (FIRST READING)

Appendix 2: Motions

MOTION 1

"According to HI TECH's by law, I would like to nominate three candidates for honorary membership of HI TECH. The by law of HI TECH states:

"3.3 Honorary membership

Anyone who has provided valuable and lasting service to HI TECH can be elected as an honorary member. The resolution to elect someone an honorary member requires a three-quarters majority. Honorary members are not required to pay the membership fee, and their membership is life-long."

Here is my motivations for my nominees:

Ebba Sjöström

I would like to nominate Ebba Sjöström as a honorary member of HI TECH.

Ebba was elected to the position as Head of HI EDUCATION in the board of HI TECH during the fall of 2017 and the spring of 2018. In her role as Head of HI EDUCATION she worked in a dedicated, enthusiastic and professional manner. She developed the relationship with the school and in extension improved the power of HI TECHs members to influence their education. As a board member, Ebba always made an extra effort for the association and worked with tasks outside of her mission.

I believe that the efforts Ebba put down during her year will affect the student's education for many years forward.

John Klang

I would like to nominate John Klang as a honorary member of HI TECH.

John had the position as Vice vice Festgeneral in the committee HI LIFE during 2018. In his work within HI LIFE he worked in a devoted, loyal and open-minded manner. He took on responsibility when needed, not only when it was handed to him.

Furthermore, John has been open to development within the association and, to do so, he had extra contact with the board of HI TECH that were outside of his original assignment. I believe that Johns performance will have a positive long lasting effect for HI TECH.

Alexander Werthén

I would like to nominate Alexander Werthén as a honorary member of HI TECH.

Alexander was elected to the position as Vice president in the board of HI TECH with a mandate during the year of 2018. In his work as Vice President he worked in a eloquent, calm and professional manner. In his work, he developed the relationship with the school and in extension improved the power for HI TECHs members to influence their study situation. As a board member Alexander always made went the extra mile for the association and worked with tasks outside of his original purpose.

I believe that the efforts Alexander put down during his year as Vice President will develop HI TECH and effect the students study situation for many years to come.

If the biannual meeting wants to, you can see this as three separate motions.

Best regards,

Victoria Claesson"

The boards answer:

The board think this is a good initiative and the board stands behind the nomination. However the board thinks it important to be aware that Ebba Sjöström and Alexander Werthén have not been given freedom of liability for the year 2018 yet.

Appendix 3 Plan of operations.

HI TECH PLAN OF OPERATION 2018

INTRODUCTION

HI TECH is the student association at the Jönköping University - School of Engineering. HI TECHs goal is to strive for education of high quality, a good study environment, integration and a close relationship to the industry. HI TECH shall actively be a part of Jönköping University through collaboration with the other student associations at Jönköping University, Jönköping Student Union and the School of Engineering.

DISPOSITION

The plan of operation shall give guidelines of how the board shall lead the operation during 2018. When the fall biannual meeting has voted through a decision regarding the plan of operations, the board is responsible to manage and concretize the plan of operations based on other documents and resources within the organization.

The plan of operation consists of five focus areas that the board shall have extra focus on during their work in 2018. An addition to that, there is seven areas of business, each and every one with their own initial subtext and propositions on what the board shall work with during 2018.

HI TECH FOR EVERYONE

HI TECH shall represent all students at Jönköping University - School of Engineering who are members of the association HI TECH. Activities shall be organized so that all of the members in the association can participate. Furthermore, there should be a continuously monitoring of which activities the members of HI TECH consider desirable.

FOCUS AREAS

These areas will be prioritized during the 2018 fiscal year:

- To increase the student influence as well as develop our cooperation with the School of Engineering. Focus shall also be on working to raise the awareness of the association's work.
- Making the international members feel welcome and make sure they receive information in English as well as giving them the possibility to take part in all activities organized by HI TECH.
- To bind more long-term sponsors, alternatively partners that benefits the members.

- That the results from the course developments are available for the members and that the changes based on these are reported by the teacher from each course during every new course start.
- To always develop and reflect on the work the associations does in equal treatment.

STUDY SOCIAL QUESTIONS

HI TECH shall work for a better environment for the students, during study time and spare time. This includes issues regarding the members' everyday life as well as their Kick Off, trips, physical activities, sittings and other events.

In 2018 HI TECH shall work towards:

- To give the new students a good start and a warm welcome to Jönköping by arranging a Kick Off at the start of both the spring and fall semester.
- Integrate the international students during the Kick Off and strive to make their Kick Off's 100% similar to Swedish speaking students.
- To ensure that all information during the Kick Off's is available in English.
- Arrange activities that encourages cohesion and physical activity.
- Increase the cooperation between HI TECH's project groups and committees, as well as the cooperation with the board of HI TECH.
- Maintain and develop the cooperation with the nodes of the School of Engineering.
- After every Kick Off, make a meticulous evaluation through a survey. The survey should later be used as a tool to improve the Kick Off's in the future.
- The suggestions from HI TECH members concerning the que system for events by HI TECH are implemented, as far as possible.
- A better and more memorable graduation for the students that get their degree from the School of Engineering at Jönköping University.

INTERNATIONALIZATION AND INTEGRATION

In order to make the international members feel included it is important to actively work towards better internationalization and integration.

In 2018 HI TECH shall work towards:

- Making the international members feel welcome and make sure they receive information in English as well as giving them the possibility to take part in all activities organized by HI TECH.
- Having all information and all official documents accessible for the international members. This includes information spread by HI TECH's committees and project groups as well as information about their events.
- Working towards a better collaboration between HI TECH and the other student association's international committees.
- Obtaining a good communication and collaboration with IRO (International Relations Office) and change the current study abroad point system.

EDUCATION QUALITY

To ensure the quality of education at the School of Engineering, it is important to actively make sure that feedback from the course development are followed up and implemented. Furthermore, HI TECH shall actively participate in the School of Engineering's work with the educational qualifications such as the educational councils etc

In 2018 HI TECH shall work towards:

- That the results from the course developments are available for the members and that the changes based on these are reported by the teacher from each course during every new course start.
- Collaborate with the School of Engineering to ensure that course developers from every class are recruited and trained.
- To maintain a close collaboration with the teachers, staff and students in order to improve the quality of programs and courses.
- To ensure that each class have at least one course developer that is the middle hand between the students, teachers and staff. There should be information available for the students of who the course developers are in each class.
- Together with the School of Engineering, find one contact person from the nodes, who work with quality of education locally. HI TECH is responsible for maintaining the contact.
- That members are aware of their rights and obligations which regards their education.

STUDY ATMOSPHERE

HI TECH will promote increased well-being and an inspiring study environment, where facilities and public spaces meet the needs and wishes of their members.

In 2018 HI TECH shall work towards:

- That suggestions from HI TECH members concerning the study environment and well-being are implemented, as far as possible.
- To develop the HI SHOP. This shall be carefully monitored and evaluated by the Board. HI TECH shall also explore the possibility to make its premises more effective.
- Develop the lunchrooms and common areas at the School of Engineering
- Maintain the right to use the entrance of the School of Engineering.

MARKETING AND SPONSORING

HI TECH shall work to promote the student association among the industrial business, this to find new contacts with the industry and sponsors.

In 2018 HI TECH shall work towards:

- To increase the student influence as well as develop our cooperation with the School of Engineering. Focus shall also be on working to raise the awareness of the association's work.
- To expand and improve Karriärum - HI WORK as a meeting point for students and the industry.
- To bind more long-term sponsors, alternatively partners that benefits the members.
- To promote the association towards companies by inviting them to, for example Karriärum - HI WORK and offer them to visit the School of Engineering on more occasions.
- Develop our marketing channels to become more attractive to business partnerships.
- To evaluate the cooperation between HI TECH and Karriärum.

INFORMATION AND COMMUNICATION

HI TECH shall actively work for that information about the association always reaches all of the members. It should be clear what HI TECH does and who to contact about different questions. The Board shall be courteous and actively work through communication as well as an open relationship to the members. As well as inform the members of how important it is to engage in the association.

In 2018 HI TECH shall work towards:

- That all members have the opportunity to take part of what is happening in HI TECH.
- That the product assortment in the HI SHOP corresponds to the members demands.
- During the year of activity and particularly during the Kick Off clearly describe what HI TECH does and who is included in the board. Focus should be on highlighting the positive aspects of HI TECH's work.
- To spread attractive information for all members in the association.

EQUAL TREATMENT

HI TECH shall actively work towards that everything in the association is based on equal treatment. That includes everything that is done within the Board, committees and project groups.

In 2018 HI TECH shall work towards:

- To communicate the work that the School of Engineering does with equal treatment, such as "OLIK".
- To always develop and reflect on the work the associations does in equal treatment.
- To have a representative in Jönköping Student Union's Equal Treatment Committee.

That in case of an event on non-equal treatment, create a concrete action plan on how to make sure that it will not happen again.

HI TECH PLAN OF OPERATION 2019

INTRODUCTION

HI TECH is the student association at the Jönköping University - School of Engineering. HI TECH's goal is to strive for education of high quality, a good study environment, integration and a close relationship to the industry. HI TECH shall actively be a part of Jönköping University through collaboration with the other student associations at Jönköping University, Jönköping Student Union and the School of Engineering. Note that all points concerning the work of HI TECH also include the mission of the Board, it's committees and project groups. The work done by HI TECH is not a reflection of HI TECH's business partners.

DISPOSITION

The plan of operation shall give guidelines of how the board shall lead the operation during 2019. When the fall biannual meeting has voted through a decision regarding the plan of operations, the board is responsible to manage and concretize the plan of operations based on other documents and resources within the organization.

The plan of operation consists of five focus areas that the board shall have extra focus on during their work in 2019. An addition to that, there is seven areas of business, each and every one with their own initial subtext and propositions on what the board shall work with during 2019.

HI TECH FOR EVERYONE

HI TECH shall represent all students at Jönköping University - School of Engineering who are members of the association HI TECH. Activities shall be organized so that all of the members in the association can participate. Furthermore, there should be a continuously monitoring of which activities the members of HI TECH consider desirable.

FOCUS AREAS

These areas will be prioritized during the 2019 fiscal year:

- To increase the student influence as well as develop our cooperation with the School of Engineering. Focus shall also be on working to raise the awareness of the association's work.
- Making the international members feel welcome and make sure they receive information in English as well as giving them the possibility to take part in all activities organized by HI TECH.
- Strive for the Association to be more digitalized in order to preserve the economy and the environment.

- To bind more long-term sponsors, alternatively partners that benefits the members.
- That the results from the course developments are available for the members and that the changes based on these are reported by the teacher from each course during every new course start.
- To always develop and reflect on the work the Association's does in equal treatment.

STUDY SOCIAL QUESTIONS

HI TECH shall work for a better environment for the students, during study time and spare time. This includes issues regarding the members' everyday life as well as their Kick Off, trips, physical activities, sittings and other events.

In 2019 HI TECH shall work towards:

- To give the new students a good start and a warm welcome to Jönköping by arranging a Kick Off at the start of both the spring and fall semester.
- Integrate the international students during the Kick Off and strive to make their Kick Off's identical to Swedish speaking students.
- To ensure that all information during the Kick Off's and events organized by HI TECH is available in English.
- Arrange activities that encourages cohesion and physical activity.
- Increase the cooperation between HI TECH's project groups and committees, as well as the cooperation with the board of HI TECH.
- Maintain and develop the cooperation with the Nodes of the School of Engineering.
- A better and more memorable graduation for the students that get their degree from the School of Engineering at Jönköping University.
- Strive to obtain a budget from the School of Engineering for the Graduation Banquet.
- HI TECH will take responsibility for creating a new evaluating survey for the Kick Off from the perspective of a HI TECH fadder and the new members. The survey should later be used as a tool to improve the Kick Off's in the future.

INTERNATIONALIZATION AND INTEGRATION

HI TECH recognizes that international members should be treated as any other member of HI TECH. It is important to actively work towards improving internationalization and integration in order to ensure HI TECH can achieve equality between it's members.

In 2019 HI TECH shall work towards:

- Making the international members feel welcome and make sure they receive information in English.
- Giving international members the possibility to take part in all activities organized by HI TECH.

- Having all information and all official documents accessible to the international members. This includes information spread by HI TECH as well as information about their events.
- Working towards a better collaboration between HI TECH and the other student association's international committees.
- Obtaining a good communication and collaboration with IRO (International Relations Office).

EDUCATION QUALITY

To ensure the quality of education at the School of Engineering, it is important to actively make sure that feedback from the course development are followed up and implemented. Furthermore, HI TECH shall actively participate in the School of Engineering's work with the educational qualifications such as the educational councils etc

In 2019 HI TECH shall work towards:

- That the results from the course developments are available for the members and that the changes based on these are reported by the teacher from each course during every new course start.
- Collaborate with the School of Engineering to ensure that Course Developers from every class are recruited and trained.
- To maintain a close collaboration with the teachers, staff and students in order to improve the quality of programs and courses.
- To ensure that each class has at least one Course Developer that is the middle hand between the students, teachers and staff. There should be information available for the students of who the course developers are in each class.
- Together with the School of Engineering, find one contact person from the Nodes, who work with quality of education locally. HI TECH is responsible for maintaining the contact.
- That members are aware of their rights and obligations that concerns their education.

STUDY ATMOSPHERE

HI TECH will promote increased well-being and an inspiring study environment, where facilities and public spaces meet the needs and wishes of their members.

In 2019 HI TECH shall work towards:

- Implementing the suggestions from HI TECH members concerning the study environment and their wellbeing, as far as possible.
- To develop the HI SHOP. This shall be carefully monitored and evaluated by the Board. HI TECH shall also explore the possibility to make its premises more effective.
- Develop the lunchrooms and common areas at the School of Engineering.
- Maintain the right to use the entrance of the School of Engineering.

MARKETING AND SPONSORING

HI TECH shall work to promote the student association among the industrial business, this to find new contacts with the industry and sponsors.

In 2019 HI TECH shall work towards:

- To increase the student influence as well as develop our cooperation with the School of Engineering. Focus shall also be on working to raise the awareness of the association's work.
- To expand and improve Karriärum - HI WORK as a meeting point for students and the industry.
- To bind more long-term sponsors, alternatively partners that benefits the members.
- To promote the association towards companies by inviting them to, for example Karriärum - HI WORK, and offer them to visit the School of Engineering on more occasions.
- Develop our marketing channels to become more attractive to business partnerships.
- To evaluate the cooperation between HI TECH and Karriärum.

INFORMATION AND COMMUNICATION

HI TECH shall actively work for that information about the association always reaches all of the members. It should be clear what HI TECH does and who to contact about different questions. The Board shall be courteous and actively work through communication as well as an open relationship to the members. As well as inform the members of how important it is to engage in the association.

In 2019 HI TECH shall work towards:

- That all members have the opportunity to receive information about what is happening in HI TECH.
- That the product assortment in the HI SHOP corresponds to the members demands.
- During the year of activity and particularly during the Kick Off, clearly describe what HI TECH does and who is included in the board. Focus should be on highlighting the positive aspects of HI TECH's work.
- To spread attractive information for all members in the association.
- Make the HI SHOP more efficient and environmentally friendly through digitalization.

EQUAL TREATMENT

HI TECH shall actively work towards that everything in the association is based on equal treatment. That includes everything that is done within the Board, committees and project groups.

In 2019 HI TECH shall work towards:

- To communicate the work that the School of Engineering does with equal treatment, such as "OLIK".

- To always develop and reflect on the work the association does regarding equal treatment.
- To have a representative in Jönköping Student Union's Equal Treatment Committee.
- Strive to ensure that the work of HI TECH encourages attitudes in support of equal treatment.

That in case of an event on non-equal treatment, create a concrete action plan on how to make sure that it will not happen again.

Appendix 4: Financial follow up

Appendix 5 Proposed budget for 2019

Budget 2019					
Revenues			Spending		
	Budget	Result (%)		Budget	Result (%)
HI SHOP			HI SHOP		
Overalls package	370 000		Overalls	250 000	
Bags	15 000		Accessories	85 000	
Other	70 000		Bags	0	
Sum	455 000		Other	15 000	
			Sum	350 000	0,00 0,00%
Committees and board			Committees and board		
HINT	30 000		HINT	42 000	
HIKE	360 000		HIKE	378 000	
HI EDUCATION	3 000		HI EDUCATION	3 200	
HI LIFE	115 000		HI LIFE	130 000	
HI NODE	0		HI NODE	3 000	
THE BOARD	3 000		The board	30 000	
HI WORK	80 000		HI WORK	5 000	
HI COMMUNICATION	0		HI COMMUNICATION	6 400	
Sum	591 000		Sum	597 600	0,00 0,00%
Arrangements			Arrangements		
HI TECH gala	70 000		HI TECH gala	100 000	
Graduation banquet	170 000		Graduation banquet	180 000	
Open house	0		Welcomedinner	10 000	
Karriärum	115 000		Karriärum	2 000	
Kick-off autumn	200 000		Open house	0	
HINT Kick-off	9 000		Kick-off autumn	210 000	
Sum	564 000	0,00%	Kick-off spring	5 000	
Sponsoring/Contributions			Sponsoring/Contributions		
Bussnesssponsoring			Kick-off the board	15 000	
Sum	0	0,00%	HINT Kick-off	15 000	
Various revenues			Various costs and expenses		
Membership	75 000		Inventory	25 000	
Sum	75 000	0,00 0,00%	IT management	5 000	
			Bankfees	2 500	
			Moneytransfer fee	40 000	
			Postage	500	
			Bi-annual meetingcosts	10 000	
			Marketing	15 000	
			Officesupplies	10 000	
			Projects	20 000	
			HI BOX	7 000	
			Money to request	25 000	
			Savings	40 400	
			Sum	200 400	0,00 0,00%
			Total	1 685 000	0,00
			Calculated result	0	
			Actual result		

Appendix 6: Applications

Vice president of HI TECH

Malvina Sandberg

Hi! Tech! (...ok, now it's settled that humor is not my strongest feature, good to have that out of the way).

My name is Malvina Sandberg, 22 years old. I'm studying my first year at the program Sustainable Supply Chain Management here at JTH. Although, it is not my first time studying at JTH, I went to the teknisk bastermin here this spring. At that time, I was not involved in the student life at all; I never went to any sittings, Akademien or any other events planned by the school committees. I simply went to class and went home (yes, life was pretty boring at that time). This is something that I regret now, when I've seen how many opportunities there are to be involved and how much fun it can be. Therefore, I won't make the same mistake again! This is why I'm applying for the post as HiTech's Vice President.

Since August this year I'm a member of Students for Sustainable Action, SSA. The environment, and sustainability in other aspects, is something that I am very passionate about and would like to work a little extra with as the Vice President of HiTech.

I think most people would consider me as a social and outgoing person. I'm also very honest and straightforward, however, I always do my best to be polite. My biggest fear is for anybody to think I'm rude. I like to have a lot of responsibilities (it makes me feel important, ok?) and I usually take on more responsibility than expected. A strong personality trait of mine is that I like to be in control, I like to know what happens, when it happens and how it happens. I believe all of these qualities make me a good leader and therefore, a very good (read: your best) candidate for the post as the Vice President of HiTech.

Thank you for your consideration!

Ps.

Bör upplevas live (ping Alexander Werthén).

Ds.

Head of Finance

Alice Hägnander

Hey!

I think this position would be very interesting and develop me as a person something enormous. I have previously studied 15hp in Business Administration where 7.5hp was in accounting and Visma. I thought these courses were very fun and rewarding and being able to apply this in reality had been very educational and had improved my skills in accounting.

I see it as a big plus in the future to have this position on the CV and believe that the employers agree.

I am a person who always wants to develop, learn new things and am very careful and orderly. Hope you think I'm fit for this position!

Anna Sara Meisingseth

My name is Anna-Sara, I'm 23 years old and I'm from Uppsala. I'm applying for the position Head of Finance, since I believe it will fit me well. I've been working at Forex Bank for nearly 1,5 years now and I have a good understanding when it comes to planning, organizing and being meticulous. I'm an outgoing, coffee addicted person who likes to work out, being with friends and meeting new people, besides that I have a big interest in fashion. Being a part of HI Tech would be a chance to meet new people but also a chance to expand my knowledge in finance.

Election of the Head of HI LIFE

Klara Ewald

Hello, my name is Klara Ewald and I am from Gothenburg, Hisingen. I'm a happy, driven, social and curious person. I studied my first years of primary school abroad, with a lot of traveling afterwards. That has given me a huge international aspect of the world. And there was no question about my high school choice, which led me to the International High school in Gothenburg region, where I did the International Baccalaureate program. I was also engaged in the schools Ambassador group, which held school events like open house, prom, graduation etc.

Horses has always been the largest part of my life. And in some ways they have taught me the most. They have taught me to be responsible and to consider others before myself. They have taught me to be a leader, to compromise and to listen. My trainer always told me "learning by doing". I was asked to teach the younger ones, as the older ones taught us. It was a great way to get involved in a bigger group, which after some years led me to sit in the board at the stable for several years. I was also a member of the county's election committee.

After high school I studied at an art school in Gothenburg but wasn't satisfied, as I craved student life. So when I got accepted to JTH it was only excitement. I didn't know what to expect from the kick off. When you sit in HJ-auditorium and watch that strange film you sort of think "what the?". Then you get escorted to a classroom with a lot of strangers. But when the fadders came in screaming and jumping, I knew that this was going to be the best kick off ever!

Soon I felt that this was the university for me, this was the city for me and these were the friends I will love, and keep forever. That feeling is what I want to make sure every student feels. So there was no question about applying to be a headfadder. I wanted to take that responsibility, I wanted to make sure every new student felt what I felt. As a headfadder it was my place to lead the group and to make sure everyone felt heard and show their best side. It never mattered how tired you were, how much your body ached or whatever was happening. Because when you get to see your group of happy and excited new students, everything else disappears. The kick off '18 will always be one of the best times!

So what is the next step? How can I contribute to the school with something even more? That's why I want to apply to HI LIFE. To once more give a new group of students an even better kick off than the last one!

I've always been told I am "tiny but tough". I know what I want, and I know there's always a way to get there. By working together and listening to each other there is a way to succeed.

I am ready to put down my energy, time and responsibility on HI LIFE and Hi Tech board.

I want HI LIFE'19 to put their best feet forward.

I want to make sure that every new student gets to experience the world's best Kick off as well as study-time.

I want to make sure HI LIFE goes up and beyond their potential at every single moment.

It's time to show the university what HI LIFE can do.

Election of the Internal Organizer

Larsina Namroud

Hello, my name is Larsina Namroud, I am 21 years old and currently studying my second year on the mechanical engineering program. I like to learn new things and therefore I am a quick learner and I like to take initiative. I am an organized person that like structure and planning. I am also positive,

happy and thoughtful and these I consider as my strengths. I might be a little bit shy, and determined at some occasion because I want to perform a good work as possible and these I sometimes consider as my weaknesses.

I am applying for this position because I want to learn and grow as a person as well as making a splendid work for the students and their time at Jönköping University.

I believe that I can give what it takes to make an excellent work and I also believe that the board might benefit from me and my capacity to plan and organize different occasion such as The Gala and Team buildings due to my particularity.

Election of the Head of Communication

Sofia Lundgren

I'm applying for Head of Communication because I'm looking to associate to something and informing the students with promotional materials and social media sounds super fun! It would be a great opportunity to get involved with and commit to something that will have an influence on the students at JTH.

As a person I'm very handy, resourceful and loves to create. Photography is a big passion of mine and has been since I was a kid. It would therefore be really fun to make use of my skills within HI TECH. I would also like to develop my personal qualities and communicative skills along with other like-minded people.

I am motivated and ready to commit with time and responsibility to do the best job I possible can as a member of the HI TECH board.

Michelle Sanchez Zenkelt

Hey there! My namne is Michelle. I moved from Uppsala to start studying at JTH. It's my first semester, and I'm already enjoying to be a student, and I mean the whole package, meeting new people, making new friends, craving coffein 24/7 ,stressed(no worries..) ,but a very happy and authentic jth student.

At my spare time (the little we have) haha, you I'll find me at the gym, 100% dedication, It's my passion and so is my dedication on social media, and photography.

I hope you feel like you know me better already, and maybe give me the chanse to introduce myself irl ;)

Appendix 6: CV for applicant

CV Vice president of HI TECH

CV Malvina Sandberg



Malvina Sandberg

Kort om mig

Jag är en mycket social person som kommer bra överens med de flesta människor. Jag ser alltid till att göra mitt yttersta för att vara ärlig, hjälpsam och trevlig i alla situationer. Enligt mig är mina starkaste sidor att jag är observant, initiativrik och en bra problemlösare. Jag är även mycket organiserad och noggrann. Alla dessa egenskaper ger mig möjlighet att få mycket gjort snabbt samtidigt som jag håller hög kvalitet.

Personinformation



Språk

Svenska: modersmål
Engelska: flytande
Franska: grundkunskaper

Referenser

Referenser ges vid efterfrågan

ARBETSLIVSERFARENHETER:

Wienerkonditoriet/Gasellen 2011-2015

Kafébiträde

Mitt första arbete fick jag efter att jag praktiserat på Wienerkonditoriet. De erbjöd mig en deltidstjänst som kafébiträde. Där arbetade jag några gånger i veckan under min grundskole- och gymnasietid. Under mina 4,5 år på Wienerkonditoriet och Gasellen hade jag större ansvarsområden än de flesta deltidсанställda ungdomar har. Jag hade t.ex. hand om inköp, rekrytering och schemaläggning.

Bostadsrättsförening 2014

Sekreterare

Under ett år var jag sekreterare i bostadsrättsföreningen Drottningholm. Där jag ägde min egen bostadsrätt 2013-2016. Jag satt med som sekreterare en gång i månaden på våra styrelsemöten. Detta var väldigt intressant och jag lärde mig mycket om ekonomi, bygnadsfrågor och bostadsrättsföreningar.

IKEA 2015-2016

Restaurangbiträde

Sommaren efter studenten fick jag ett vikariat på Ikea-restaurangen. När sommarvikariatet var slut blev jag erbjuden en deltidstjänst. Under min tid på Ikea finslipade jag mina erfarenheter från tidigare kaféjobb; service, stresstålighet och även mitt eget arbetssätt. Som anställd på Ikea hade jag utvecklingssamtal där jag satte upp personliga mål för mig och mitt arbete. Detta var väldigt givande och jag lärde mig mycket om mina starka och svaga sidor och hur jag bör arbeta för att prestera som bäst.

Bryggan Café och Bistro 2016

Kafébiträde

När mitt favoritkafé i Jönköping behövde en ny medarbetare till deras kök kände jag mig nästintill tvungen att söka tjänsten. Under min tid på bryggan lärde jag mig mycket om hur man driver ett lyckat företag. Hur man håller alla glada, både kunder och anställda. Jag lärde mig hur viktig kommunikationen är för att hålla anställda och chefer, och därav kunder, nöjda.

Au pair 2016-2017

Hösten 2016 åkte jag till Chicago, IL, för att vara au pair i ett år. Där bodde jag hos en amerikansk familj och tog hand om deras 5-åriga dotter. Som au pair lärde jag känna mig själv på en helt ny nivå och jag förbättrade många av mina egenskaper. Mitt tålamod är bättre än det någonsin har varit, jag utvecklade definitivt min sociala kompetens och mitt förstående för andra människor har blivit mycket större. Dessutom blev min knackliga engelska så pass bra att jag nu blir misstagen för att vara amerikan.

UTBILDNINGAR:

Gymnasieutbildning 2012-2015
Treårig högskoleförberedande gymnasieutbildning med inriktning Estet-
Musik. Där jag även valde till kurser som Matematik 3 och företagsekonomi.

Kurs i kulturskillnader 2017
Jag lärde mig mycket av att bo hos och tillbringa tid med en familj från en
annan kultur men utöver detta så tog jag även en kurs i kulturskillnader på
Roosevelt University under min tid i Chicago. Där fick jag lära mig om hur
man hanterar kulturskillnader på bästa sätt och hur du t.ex. undviker onödiga
missförstånd.

Teknisk bastermin 2018
Jag läste under våren 2018 en teknisk bastermin på Jönköping University. Där
läste jag kurser som fysik, matematik och kemi. Detta för att få behörighet till
utbildning som högskoleingenjör på JTH.

Sustainable Supply Chain Management 2018-
Hösten 2018 påbörjade jag en utbildning på Jönköping University som
högskoleingenjör. Det läses helt på engelska och är en engelsk variant på
logistik och ledning men med mer fokus på hållbarhet och supply chain
management.

CV Head of Finance

CV Alice Hägnander



Alice Hägnander



PROFIL

Jag är en social och pratglad tjej på 22 år som älskar att träffa nya människor, åka skidor, surfa, resa, läser för tillfället till högskoleingenjör inom logistik och drömmer om att bli egen företagare.

ERFARENHET

Säljare – Mars 2018 -

Sko- och textilsäljare på InterSport A6 där jag jobbar extra varannan helg.

Serveringspersonal – Juni 2017-December 2017

Anställd som frukostvärdinna och servitör på Jula Hotell och Konferens i Skara. Jag har även efter sommaren fortsatt som extrapersonal vid behov.

Elevassistent – Oktober 2015-Juni 2017

Anställd som elevassistent inom matematik, kemi och fysik för ett antal elever på Teknik- och Naturprogrammet på De La Gardiegymnasiet.

Sale Advisor – Juni 2016-December 2016

Sommarvikarie som Sale Advisor på HM i Lidköping och fortsatte även några månader under hösten som extrapersonal.

Iea Kvantum Hjertberg – Maj 2015-Juni 2016

Anställd under sommaren på avdelningen Frukt och Grönt. Från Augusti 2015 var jag anställd på inringning och hoppade in när det behövs personal.

Bemanningspoolen inom Barn och Skola – Augusti 2015-Oktober 2015

Jobbade som vikarie inom skola, fritids och förskola.

Café Norra UF – Maj 2014-Maj 2015

Jag var VD i mitt tre klasskompisar UF-företag Café Norra UF.

Medarbetare på McDonalds – Mars 2014-Maj 2015

Timanställd på McDonalds där jag arbetade i köket och service.

UTBILDNING

Industriell ekonomi - Logistik och Ledning, Jönköpings Tekniska Högskola – 2017-2020

Engelskutbildning, EF language school, Honolulu – Januari 2017

Grundläggande affärsredovisning, 7,5hp, Mälardalenshögskola, Distans – VT16

Företagsekonomi - organisation och ledarskap, 7,5hp, Linneuniversitetet, Distans – HT15

De La Gardiegymnasiet, Teknikprogrammet, Lidköping – 2012-2015

ÖVRIGA MERITER

Rådgivare till Café Norra UF – 2016/2017 och 2017/2018

Rådgivare till Café Norra UF, där jag fått många frågor hur caféet på bästa sätt kan utvecklas osv då jag själv drev det caféet 2014/2015.

Emax – 19-23 Juni 2016

Entreprenörskaps utbildning i Göteborg, där de 100 främsta unga entreprenörerna i Sverige samlades för att utbyta kunskap, gå på föreläsningar och genomföra olika seminarium.

B-körkort – Sommaren 2014

Jag tog B-körkort den 24 juli 2014.

SISU-utbildning "Idrottsskador" – 1 Februari 2014

En kurs där jag fick lära mig hur man behandlar och hantera idrottsskador och skador i allmänhet. En intressant kurs där jag fick lära mig mycket som jag kommer ha nytta av längre fram.

SISU-utbildning, "Plattformen - Unga ledare" – 13-14 oktober 2012

En kurs hur man lär ut till barn på bästa sätt och hur man är en bra ledare och förebild. Ledarskapets roll i ett barns utveckling inom träningen, men också hur man ger alla barn samma uppmärksamhet och hur man hanterar elitsatsande föräldrar.

SISU-utbildning, "Tjejer på arenan" – 21-22 april 2012

En kurs där vi fick lära oss hur tonåringar påverkas av media och samhället runt omkring oss. Hur samhället påverkar en tjejs vardag och på så sätt hur det påverkar träningen, och vikten i att uppmuntra barn och tonåringar som är osäkra i själv själva.

SPRÅKKUNSKAPER

Engelska – Väldigt goda kunskaper

Tyska – Grundläggande kunskap

Önskas referenser, intyg eller liknande skickar jag gärna detta.

Anna-Sara Meisingeth



ARBETSLIVSERFARENHET

2017/03 - pågående - *Säljare*, **Forex Bank AB**, Arlanda.

2016/08 - 2017/03 - *Restaurangbiträde/Catering assistant*, **HMS Host**, Sigtuna.
- Barista på Johan & Nyström Arlanda.

2015/06 - 2016/07 - *Au Pair*, **Cultural Care Au Pair**, Robbinsville, New Jersey (USA).
- Tog hand om tvillingar på 13 år, arbetsspråket var engelska.

2014/04 - 2015/06 - *Konsult*, **Adecco**, Uppsala.
- Deltidsuppdrag som kassörska på City Gross Boländerna och industriarbete på Svenska Dos.

2013/06 – 2013/07- *Tränare*, **Gymnastikföreningen Uppsalaflickorna**, Uppsala.
- Arbetade som tränare under två veckor på GF Uppsalaflickornas sommarläger.

FÖRENINGSENGAGEMANG

2010/09 - 2015/01 - *Gymnastiktränare*, **Gymnastikföreningen Uppsalaflickorna**, Uppsala.

UTBILDNING

2018/08 - pågående - Industriell organisation och ekonomi, inriktning logistik och ledning, Jönköping Tekniska Högskola, Jönköping.

2018/02 - Handledarutbildning Forex Bank AB.

2016/03 - Women, Gender and Power, helgkurs, Long Island University, New York.

2016/02- 2016/04 - Econometric Applications, Auditing course, Princeton University, New Jersey.

2015/06 - Au Pair-utbildning på Cultural Care Au Pair Training School på Long Island, New York.

2011/08 - 2014/06 - Naturvetenskapliga programmet på Rosendalsgymnasiet i Uppsala.

2011/03- 2012/03 - Flertal ledarutbildningar inom gymnastik ledd av Gymnastikförbundet Mitt, Uppsala.

2011/12-2012/02 - Utbildning till ungdomsledare, EFS Mittsverige Åkerögården, Norrtälje.

MERITER

Svensk körkort, behörighet AM/B.

Flytande i svenska samt engelska.

CV Head of HI LIFE

Klara Ewald



Klara Ewald

KORT OM MIG

Jag är en hårt arbetande, ambitiös och organiserad person. Mycket social och tycker om att arbeta med människor och har inga svårigheter att prata med nya personer. Arbetar helst i grupp och har inte svårt för att ta ledarroll eller samarbeta på andra nivåer. Är kreativ, nyfiken och har ett enormt driv. Fritidsintressen involverar vänner, gym, ridning och segling.

Språkkunskaper

Svenska Modersmål
Engelska Flytande
Franska Grundskolenivå

Kompetenser

Photoshop - Grundläggande
Dialux - Grundläggande
CAD - Grundläggande

Körkort B-Körkort 2016

ARBETSLIVSERFARENHETER

2018- **Condeco** - *Cafébiträde*
Cafébiträde extraanställd.

2018 - **Elite hotell** - *Housekeeping*
Sommartjänst inom hotellstäd

2015-2017 - **Kättilsröds 4H gård styrelse** -
Ledamot, vice ordförande
Som övrigt ledamot i styrelsen. Invald vice ordförande. Samt invald i länets valberedning, Studiefremjandet, Riksförbundet.

2016 - **Kättilsröds 4H gård** - *Gårdsassistent, ridlärare*
Drift av gårdsverksamhet samt ridlärare för barn i åldrarna 8-15.

2015 - **Björlanda Kiles seglarsällskap** -
Seglartränare
Sommartjänst som seglarlärare inom jollesegling för barn i åldrarna 8-15.

2015 - **Mohlins konditori** - *Butiksbiträde*
Butiksbiträde på konditori, halvtidstjänst.

UTBILDNING

2017- nuvarande - **Jönköpings Tekniska högskola**- *Ljusdesign*

2015-2017- **Göteborgs Konstskola** - *Skulptur*
Förberedande konstskola på två år.

2011- 2014 - **International High school of Gothenburg region**
- *International Baccalaureate*
Treårig gymnasieutbildning med engelska som huvudspråk i alla ämnen.

Övriga meriter

2018- **Lights in Alingsås** - *medverkande*
Site 3. Workshophead Dario Nunez.

2018 - **Kick off 2018** - *huvudfadder*
Ljudesign

2013-2104 - **International High school of Gothenburg region, Ambassador group** -
medlem

CV Internal Organizer

CV Larsina Namroud

CV

Namn: ~~Larsina Namroud~~
Adress: [REDACTED]
Telefon: [REDACTED]
E-post: [REDACTED]



UTBILDNING

Maskinteknik: Industriell ekonomi och produktionsledning augusti 2017- (nuvarande)
Jönköping University

Postnords ombudsutbildning september 2017
Utbildning av att vara ett postombud för att kunna lämna ut och hantera postleveranser.

ATG utbildning & Svenska spel september 2017
Utbildning av att vara ett spelombud för att kunna sälja och hantera svenska spel och ATG spel.

ServSafe International & Foundations juni 2016
Kurs inom livsmedelssäkerhet

Naturvetenskapsprogrammet (NA) augusti 2013 – juni 2016
Sandagymnasiet

Högstadiet åk 7–9 augusti 2010 – juni 2013
Internationella Engelska Skolan

TIDIGARE ARBETSLIVSERFARENHETER

Hot & Gott, Thai Restaurang 1 vecka, mars/april 2011
Praktiserade som medarbetare med ständig rotation i kassa, kök och matsal, servering samt diskning och städning

Apoteket, Sesamgallerian Jönköping 1 vecka, oktober 2012
Praktiserade som medarbetare där jag fick plocka varor, stå i kassan och hjälpa till bakom medicin

Gelato Factory, Gränna juni 2014-augusti 2014
Sommarjobb på ett café/glasscafé där jag fick skopa glass, baka, göra mackor/sallader, stå i kassan samt diska och städa

Burger King, Jönköping

november 2014 – Mars 2017

Anställd som certifierad arbetsledare där jag hade ansvar för medarbetarna, skiftpasset och skiftöverföringen.

Ica Kvantum, Huskvarna

Mars 2017–Juni 2018

Anställd som kassamedarbetare där jag jobbade i kassan, självscanningen och i förbutiken.

Eurofins, food & feed testing

Juni 2018- Augusti 2018

Sommarvikariat på mikrobiologi labbet där jag hanterade prover dvs. vägde upp och satte på provplattor.

Fastighetsbyrån, visningsvärd

Oktober 2018-

Extraanställd hos Adecco som visningsvärd där jag välkomnar och skriver ner besökarnas kontaktuppgifter.

SPRÅK

Svenska, flytande tal och skrift

Engelska, flytande tal och skrift

Kaldeiska, modersmål

Franska, gymnasienivå. Förstår enkla samtal och texter.

ÖVRIGA MERITER

Certifierad arbetsledare

Kassaerfarenhet

Datorvana

Van att arbeta i Windowsmiljö och har mycket goda kunskaper i Word, Excel och Powerpoint.

Har erfarenhet av att arbeta med CAD program, mestadels SolidWorks.

B-körkort

REFERENSER

Ingalill Axelsson

Kassaledare, Ica Kvantum

070- 872 49 93

~~Hermez Somo~~

Arbetsledare, Eurofins

072- 575 22 57

CV Head of Communication

CV Sofia Lundgren

SOFIA LUNDGREN

INFO

Födelsedatum



Körkort

B-behörighet

ARBETSERFARENHET

Nätdriftsingenjör, Telia Company, Jönköping — 2018 - pågående

Övervakning och felavhjälpning av Telias driftsatta fibernät.

Vikarie, Snöbollsgatans förskola, Helsingborg — 2017

Vikarierande förskollärare under sommaren.

Funktionär, Tubecon, Västerås — 2016

Youtube-event för ungdomar.

Praktikant, CorkScrew, Exeter, UK — 2014

PR/marknadsföringsstrategi och skapande av marknadsföringsmaterial för den lokala välgörenhetsbutiken "Jelly".

Receptionist, Fiskars Sweden, Höganäs — 2010

Ansvarade för kontorets reception under sommaren.

UTBILDNING

Jönköping University — 2017 - pågående

IT-infrastruktur och nätverksdesign, 180hp

Jönköping University — 2015

Digital bildbehandling, 7,5hp

Korrespondensgymnasiet — 2010 - 2013

Inriktning ekonomi

TEKNISKA KUNSKAPER

Adobe Photoshop, Illustrator & InDesign

Windows OS & Mac OS

MS Office & iWork

HTML & CSS

Curriculum vitae

Michelle Sanchez Zenkelt

[Redacted contact information]

UTBILDNING

Rosendalsgymnasiet
Naturvetenskapsprogrammet
Examen 2014

Erfarenhet inom arbetslivet

-**Stenhagens vårdboende** , sommarjobb år 2011
tel: 018-727 87 14

-Friskis & Svettis

Uppsala år 2012 barnvakt

2013-2014 värd

2014-2017 individuell tränare samt grupptränare

2016-2017 receptionist

2018 receptionist , individuell tränare samt grupptränare

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-**Akademiskajukhuset**