



FREJA AVEBÄCK

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IT COMPETENCE

Adobe CC
Microsoft 365
Salesforce
CMS - Wordpress

LANGUAGES

Swedish (*mother tongue*)
English (*fluent*)
French (*beginner*)
Dutch (*beginner*)



[Freja Avebäck](#)

WHO AM I?

I am the person who will greet you with a smile in the morning. As the former president of the Swedish Athletics Association's Youth Council I have had the opportunity to use and develop my leadership and communication skills in an international environment. I am a true team player who actively contributes to the team work and result. I am solution oriented and I see the details without losing view of the bigger picture. I am organized and analytical in the way I plan my work.

EDUCATION

SÖDERTÖRNS HÖGSKOLA (*University*)

2016-2019 (*Bachelor*)

Tourism Science and Media techniques
- *Two essays at C-level*

KÄRRTORPS GYMNASIUM

2011-2014

The Social Sciences Program with a focus in media

WORK EXPERIENCE

SINCH (*Full time*)

Current job since December 2021

Billing Specialist

- Handle US accounts
- Implementing products in the billing system
- Handling invoicing, creating and sending credit notes
- Handle possible disputes and different queries
- Close cooperation with other teams

HANDELSBANKEN (*Full time*)

August 2021 - December 2021

KYC Operations and Administration

- KYC Operations and administration at the financial crime department at handelsbanken. Handling customer data. Time-limited consulting job.

WORK EXPERIENCE

TELIA CARRIER (*Full time*)

2019-2021

Voice Trading

- Trading Evolution project. Supported with the process of replacing several old systems with a new voice trading system, ensuring that critical processes worked

System Development

- Offboarded and onboarded accounts from an old system to the new system

- Coordinated the planning of the account migration

Was closely involved in the development of the vendor price list process in the new system, resulting in a higher level of efficiency and transparency

- In addition to working with external customers and vendors, worked also closely with other internal units such as Sales, Billing, Finance, Credit Management and Networks, with the goal to improve cooperation and find resolutions to disputes

Nettings

- Managed nettings with our counterparts to secure the monthly cash flow

IP Billing Manager

- Handled 10 countries/Telia entities (*Belgium, Bulgaria, Canada, Croatia, Estonia, Latvia, Lithuania, Norway, Slovakia and Spain*) plus all the Microsoft accounts for the Netherlands entity

- Implemented billing products in our billing system, handling invoicing, creating, and sending out credit notes

- Handled customer questions and possible disputes for my assigned entities

- Had a close cooperation together with Sales and Sales Excellence

- Had numerous external customer contacts

BAUHAUS-Gala

2021

Employed during the week of the gala to help with preparing the competition by:

- Booked the athlete's PCR-tests and handed out the PCR-certificates

- Worked from the office with different tasks

- Worked at the Press Conference prior to the gala

- Worked at the VIP dinner the evening before the gala

TELIA CARRIER (*Part time and summer job*)

2016-2019

Rate Management

- Managed the implementation of price lists into our billing and routing system and communicated with account managers and external vendors to solve any issues that occurred due to price list errors or errors in the system

Prepared information for the company's move to a new office including system clean up

SUBSTITUTE

2014-2016

Björkhagen's and Hammarbyhöjden's units

- Long-term substitute at the preschool Kronan from January 2015 - June 2016

- Substitute at different preschools for a couple of weeks during the autumn 2014

EVENT (*Veckans Affärer*)

2014

Via Academic Work

- Worked at events for Bonnier's Veckans Affärer during the autumn 2014. Stopped doing it when I got more work opportunities as a substitute at some local preschools

SUMMER CAMP COACH (*athletics*)

2011-2014

- Athletics coach for youth groups during Hammarby Friidrott's summer camp

- Additional resource during the summer camp

COMMISSIONS OF TRUST

EUROPEAN ATHLETICS YOUTH TEAM

2019 -

- I am a part of the European Athletics Youth Team since 2019
- We arrange the Young Leaders Forum during the European Championships in Athletics during the summer every second year. The latest event was in 2020, held digitally

SWEDISH ATHLETICS ASSOCIATION - YOUTH COUNCIL

2017-2021

- I had the position as President in the Youth Council between March 2018 and March 2020
- We planned, started and implemented the pilot round of the leadership program **Youth Athletics Leader Academy 2018-2019** for youths between the age of 15-25
- Planned and started the second round of **Youth Athletics leader Academy 2020-2021**
- Participated during Young Leaders Forum in 2018 in Berlin as a Swedish delegate
- Participated during **Riksidrottsforum** in Ronneby in 2018 as a delegate for the Swedish Athletics Association
- Participated during **Nordic Children and Youth Sports Conference** in Denmark in 2017 as a delegate for the Swedish Athletics Association
- Participated in board meetings for the Swedish Athletics Association
- Took part in different work groups for the Swedish Athletics Association
- Was vice president during my first and last year in the Youth Council
- Helped with the preparation and worked during the competition **Finnkampen**
- Took part in creating the award **Årets Unga Ledare** (*Young Leaders of the year*) handed out by the Swedish Athletics Association each year
- Planned the Youth Council's internal meetings

VOLUNTEERING

2002 -

BAUHAUS-gala

- TV-Spotter for SVT (the Swedish Television) during the gala
- Hostess at The Royal Stands during the gala
- Hostess at ArlandaExpress
- Hostess at the stands during the gala

Midnattsloppet

- Judge in the maskerade competition
- Worked at the starting area
- Worked with the business tents at Zinkensdamm

Local athletics competitions

- Helped at local athletics competitions at specific disciplines
- Worked as a speaker and presented the awards as well as handed out awards

SPORTS AND HOBBIES

ATHLETICS

2002 -

- I am still active as an athlete and both train and compete for **Malmö AI** (MAI). Started out my athletics career in the athletics club Hammarby Friidrott, which I was a part of for 16 years
- Assisted in younger groups as a coach during several occasions when I was a part of Hammarby Friidrott

HORSES

Furunäs Stud

During my spare time I enjoy spending time with our Shetland ponies. My grandfather founded our stud back in 1965.

PHOTOGRAPHY

I like to photograph on my spare time with my camera Fujifilm X-E2S