



# Joni Putkinen

SPORTS SECRETARY

## Contact Information

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## Skills and capabilities

Excellent writing skills

Strong ability and desire to learn new things

Leadership values: responsibility, fairness, consistency, transparency and determination

Strong logical and mathematical sense

Skill in prioritizing and balancing tasks

Ability to distinguish problems from non-issues and plan solutions effectively.

High stress tolerance

## Summary

A highly motivated professional with experience in managing sports and youth services. I have led teams and projects aimed at improving sports facilities and youth activities in municipal settings. With strong organizational and leadership skills, I am driven to make a positive impact on people's lives and the community while promoting sustainability.

## Work Experience

### SPORTS SECRETARY

Ilomantsi Municipality: 2022 - 2024

- Supervised staff in Sports and Youth Services
- Developed sports facilities and youth activities in the Ilomantsi area
- Managed projects such as after-school activities and preventive substance abuse programs
- Responsible for result area management, workplace mentoring and youth council coordination
- Customer service duties, interactions with stakeholders and partners
- Budget monitoring, planning and procurement
- Occasional involvement in sports instruction

### SALES NEGOTIATOR

Enia Oy: 2021 - 2022

- Phones sales of Elisa and Saunalahti operator products

## Academic profile

### UNIVERSITY OF JYVÄSKYLÄ

,Master of Sports Sciences, 2018

- Major: Sports social sciences
- Specialization in Municipal Sports Administration
- Prepared for roles in various sports and municipal administration tasks

### UNIVERSITY OF JYVÄSKYLÄ

Master of Social Sciences, 2018, 2019

- Dual degrees in Sociology and Philosophy
- Skilled in analytical thinking and research
- Expertise in surveys, statistical research and analysis

## Technical skills

- Proficient in various IT tools: Microsoft Excel, PowerPoint, Outlook, Word, Publisher etc.
- Experience with municipal administration software: Titania, Dynasty and Rondo
- Extensive leadership studies, including project management and change management
- Communication and news reporting via social media (Facebook, Instagram) and websites
- Statistical analysis: IBM SPSS
- Adobe Creative Cloud: Photoshop, Premiere Pro, Acrobat
- Programming: HTML5, CSS, JavaScript, React, PHP
- Able to build and update websites, build computers and solve general IT problems
- Fluent in both spoken and written English