

ELÍSABET VILBORG RAGNHEIÐARDÓTTIR

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PERSONAL BACKGROUND

I am originally from Iceland but I moved to the United States at the age of five, as my stepfather was an American. From that time until I was 15 we lived in the U.S. in various places. We then moved to Japan where I graduated high school and eventually worked for a short time before returning to the U.S. I remained in the United States until 2002 at which time I returned to Iceland with my son to pursue my education and be near my family.

While working full-time at Össur I started night school in 2004 in order to gain my Business Degree. At the time I was also a single mother to my son. I quickly realized that I wanted to pursue my education even further and immediately decided I would eventually work towards a Master's degree. Since I completed my Bachelor's of Science my common law husband and myself have had a son.

I speak and write in fluent English and Icelandic and have some oral skills in Spanish and Japanese. I am also learning to speak French and Danish in my spare time.

CORE COMPETENCIES

Because of the opportunities I have had in life living and visiting foreign places I am very much aware of cultural differences and have a deeper appreciation of them. As a child we relocated often and that has made me quite adaptable and able to easily fit into a group but also confident working alone.

I have excellent leadership skills that come very naturally. I am able to identify strengths and weaknesses of others and utilize them towards the common goal. Making difficult decisions when they need to be made does not daunt me and I always work focused towards the future, rarely ever spending time to questioning decisions that have already been made.

I have had to work very hard towards my goals especially while maintaining a family, and at one point doing so alone. I am able to juggle my home and work responsibilities efficiently and I have a wonderful family that makes doing such quite easy. I think having to have faced such challenges in the beginning has made me appreciate the value of hard work and the success that can be had with such.

PROFESSIONAL EXPERIENCE

INNEN, EHF.

Purchasing Agent

REYKJAVÍK, ICELAND

02/2007 – 08/2008

While working at Innen, one of the largest food importers in Iceland, I maintained a position as the purchasing agent. Working along side the sales and marketing department I was responsible for purchasing and refilling our inventory. I worked with over 40 brands from a wide range of countries in Europe as well as in the United States. My duties also included logistically calculating time of needed arrival of goods in order to efficiently maintain our warehouse. I had to make sure that our goods arrived when they were needed according to sales demand so as not to stock goods

that would eventually expire before they were needed. Additionally I reviewed and approved invoices from our shipping companies to make sure contract specifications were met and agreed upon rates charged.

Working at Innnes required me to be extremely detail oriented as well as be able to tackle problems that suddenly arose. I had to deal with projects from an A to Z basis where I oversaw their conceptualization and subsequent actions.

My reason for leaving Innnes was to pursue my Master's degree at Reykjavík Energy Graduate School.

FLEXOR, EHF.

REYKJAVÍK, ICELAND

Purchasing Administrator

06/2005 - 02/2007

I continued my duties at Flexor that I had maintained at Össur as well as expanding my responsibilities. I began overseeing all inventory needs and purchases from overseas contacts both in Europe and the United States. I also became responsible for the computer system connected to the headquarters and pricing policies. My work included traveling to our new sister companies and introducing our products to them in order to help integrate our selves into the new business model.

Flexor was a small company with relatively little chance for job growth. I decided to leave in order to advance my career and experience.

ÖSSUR DOMESTIC DEPARTMENT

REYKJAVÍK, ICELAND

Bookkeeping and Sales

10/2002 – 06/2005

While employed at Össur I split my time between being a sales associate and a customer service representative. Össur-Domestic included a store, which sold medical supplies and orthopedic shoes as well as a diagnosis center for problems related to a need for specially made shoe insoles.

Össur-Domestic deployed a mobile store and service center to reach customers in isolated parts of Iceland as well as those not able to travel to the Reykjavík area. I was responsible for the book keeping of this department of the company.

This store was subsequently purchased and renamed Flexor where I continued working.

ROGER A. MOORE

JACKSONVILLE, N.C.

Bankruptcy Specialist

03/2001 – 09/2002

While employed with Roger Moore I performed many secretarial related duties such as answering phones, filing and making appointments. I also met with clients prior to their meeting with Mr. Moore in order to collect all financial information from which I then prepared bankruptcy filing that was reviewed by Mr. Moore and the client. I left my position at Roger A. Moore when I decided to return to Iceland to start my education.

OMEGA WORLD TRAVEL

OKINAWA, JAPAN

Travel Agent

12/2000 – 01/2001

EDUCATION

REYKJAVÍK ENERGY GRADUATE SCHOOL OF SUSTAINABLE SYSTEMS

Masters of Energy Sciences – Business Line

- Expected graduation in January 2010.
- Thesis Title: Costs, Profitability and Potential Gains of the CarbFix Program
- Information on the CarbFix reinjection scheme can be found here:
www.carbfix.is

UNIVERSITY OF REYKJAVÍK

Bachelors of Science, Business Management

- Degree received June, 2008

UNIVERSITY OF REYKJAVÍK

Diploma, Management & Human Resources

- Degree received June, 2006

NEW COMPUTER & BUSINESS SCHOOL

Diploma, Sales & Marketing

- Courses completed June, 2003

COMPUTER SKILLS

I am proficient in almost all Microsoft Office computer programs as well as some other programs such as Navision, Concorde, and Axapta. I find it easy to work with computers and have a typing speed of approximately 70 words per minute.

PERSONAL ACCOMPLISHMENTS & INTERESTS

I have many personal interests and joys that I partake in my free time. For some time I wrote articles for a social commentary website which is now defunct. I still enjoy writing articles and submitting them to editors of local newspapers but my time for such interests has recently been more limited.

I also enjoy using my organization skills for recreational use. In 2007 I planned a high school reunion, as we do not maintain an alumni to do such things. The reunion was a weekend event in Las Vegas and the organization included procuring a venue and negotiating with hotels for group rates and privileges. I did the same thing again in 2008 when our graduating class took a tour of the financial district in London visiting such places such as Lehman Brothers and numerous leading banks.

More recently we were required through our Master's program to work a group project that involved 12 persons in which we chose and optimized a geothermal power plant for an untapped region here in Iceland. I was very proud to be chosen by our academic council to be the project manager. I am pleased to say that the project was a complete success and was reviewed by the National Electricity Company of Iceland, Landsvirkjun, as a possible future project.