# Finance.
# Technology.
# Operations.

Business Coordinator & Operations focused on finance, administration and process-related improvements that help the organization operate more effectively.

info@robert-ericsson.com · +46 72 72 60 995 · robert-ericsson.com



## FINANCE & IT



Bridging the gap between business, technology and administration.

### Tingent

IT & Tech consultancy broker | May 2019 – Present

Client Relations, 2019–2021 · Business Coordinator & Operations, 2021–present

Responsible for contracts, invoicing, time reporting, and administration related to consulting assignments, while driving process improvements and implementing technical solutions to improve operational efficiency.

- Jira automations & workflows
- Contracts & invoicing
- AI assistant for internal information retrieval
- B2B Sales

FUTURE FOCUS

Currently completing higher vocational education in data modelling and BI platforms to strengthen data-driven decision support.

### Target roles

Business Operations
Finance Systems
Business Coordinator
Process-focused roles

### Expertise

Contracts & invoicing
Internal & external support
Process automation
AI-powered internal tools

### Tools & systems

Atlassian Jira
MS 365 & Google Workspace
Slack
Copilot & ChatGPT
Lovable
Zapier
Scrive
CRM & VMS systems

ADDITIONAL EXPERIENCE

### Team Lead — Alwex Lager & Logistik AB

Autumn 2018 – 2019

Warehouse & Logistics. Led the establishment of a new operational department during the onboarding of a major client. Responsible for planning incoming orders, and coordinating a team of 30 employees.

### Restaurant Owner (Co-founder) — Sandviks Hamnkrog

Öland · summer 2018

Seasonal restaurant by Sandvik harbour. Ultimately responsible for daily operations and overall business management. 16 employees.

### Sales Associate — Macforum (Apple Premium Reseller)

2014 – spring 2018

Retail. In 2016 I was one of only a few in the country selected for an advanced sales training programme at Apple.

EDUCATION

**IHM Business School** Sep 2026 - Jan 2027
Data Modelling & BI Platforms

**Excelo** 2023
Advanced Excel Course

**Linnaeus University** Jan 2022 - Jun 2022
Music Production, Audio Engineering

**DMG Education** Feb 2020 - May 2020
Music Management, Artist Management

## MUSIC & EVENTS

02 // CREATIVE

CONCEPT & DELIVERY

### Project Manager

**Alive Concert** (2023–present)
A lecture and concert addressing mental health. Responsibilities: initiative, project management, content, budget, marketing, social media, performer and speaker.
aliveconcert.se

**Reboot Sessions – Festival Edition** (2025)
Two concert evenings featuring four different artists, produced with Smedjan BBQ outside Örebro. Responsibilities: initiative, artist booking, sound/lighting and hosting. More than 500 visitors.

**Reboot Sessions** (2024–2025)
An intimate concert format for up-and-coming artists at The Node and Scalateatern in Stockholm.

**Little Hell Country Festival** (2021–2023)
Annual festival in Hälsingland. Responsibilities: budget, artist booking and hands-on delivery during the festival. 300 visitors each year at full capacity.

**Live Session** (2021)
A livestreamed concert during the pandemic, creating paid work for artists and production companies. Produced with Sweden Event Center and funded by the Swedish Arts Council. Responsibilities: initiative, concept and artist booking.

**Weddings & Corporate Events**
Weddings and corporate events for 20–100 guests, with budgets of up to SEK 500,000.

# MUSIC & EVENTS



## Musician / Speaker

(Since 2015)

More than 10 years of experience as a live artist focused on entertainment. Après-ski venues, pubs, corporate events and summer stages across Scandinavia. A popular live act known for sing-alongs and dancing.

Since 2026 – Lecture "I'm Alive" focused on mental health, performance and change.

**HIGHLIGHTS**

**I'M ALIVE**

## Artist Manager

(Since 2021)

Support and strategy for artists who want to take the next step in their career through professional guidance. Currently: Nathan Leazer

**NATHANLEAZER.COM**

## Reboot Music

(Since 2023)

Project management and professional audio equipment rental for different types of events.

**REBOOTMUSIC.SE**

CLIENTS — MUSIC & EVENTS

ICA · Apotek Hjärtat · Macforum · Accenture · O'Learys · Spiris VISMA · Tingent · Region Kronoberg · Hard Rock Cafe · Lindvallens Wärdshus