

PROFESSIONAL EXPERIENCE

Accounting Assistant, Semacon, Inc (San Diego, CA)

April 2016 – July 2017

- Reconciled finance accounts and direct debits
- Processed vendor and supplier invoices in a timely manner, verifying accuracy
- Verified financial reports by running performance analysis software program
- Calculated and checked to make sure payments, amounts and records are correct

Server, Pushkin, LLC (San Diego Downtown, CA)

February 2015 – December 2016

- Delivered exceptional, friendly, and fast service.
- Presented menu, serving and helping customers select food/beverages that exceed guests' expectations
- Accurately recorded orders and partnered with team members to serve food and beverages
- Managed closing duties, including restocking items and reconciliation of the cash drawer

Barista, Pappalecco, Inc (San Diego, CA)

January 2015 – April 2016

- Welcomed customers by determining their coffee preferences and needs
- Presented and explained the coffee drink menu to the customers, answering questions
- Operated an electronic cash register
- Participated in regular trainings to enhance customer experience

Administrator, Yakitoria Restaurant, LLC (Ukraine)

November 2011 – March 2012

- Supervised waiters (15-20 people)
- Resolved customer complaints about food quality and service
- Monitored actions of staff and customers to ensure that health and safety standards were met
- Recruited, hired, and conducted trainings for staff

Photographer, Images Everywhere, LLC (Houston, TX)

July 2010 – Sept 2010

- Took photos of guests at local amusement parks
- Provided photo printing services to clients
- Created orders of supply of materials
- Provided expert service and communicate in a friendly manner to all requests

EDUCATION

Web Design Certificate Program, San Diego Community College
Expected June 2019

Graphic Design Certificate Program, San Diego University for Integrative Studies
February 2016

Bachelor's Degree, Kharkov National University (Kharkov, Ukraine), Marketing and Management
February 2012

SKILLS AND CAPABILITIES

- Excellent communication and presentation skills
- Result oriented problem solving skills
- Team worker, fast learner, decision maker
- Fluency in English, Ukrainian, Russian languages
- Professional PC user: Microsoft Office, Corel Draw, Adobe Photoshop, Adobe Illustrator