

## **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