

KSENIYA KAKSHYNSKAYA

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Management Information Systems
Minor in Computer Science
Graduation: May 2021 | GPA: 3.69

EXPERIENCE:

NORTHEAST INSURANCE, Philadelphia, PA September 2006-Present

Insurance and Auto Tag Agency Owner Operator

- Manage daily operations for the office with \$1 million written premium, including assigning work to 6 employees and advising clients.
- Identify and analyze niche markets for personal and commercial insurance.
- Perform accounting related tasks such as payroll, accounts payable, and accounts receivable via Quick Books.
- Prepare and implement marketing campaigns through local and online media.
- Oversee technology performance in the office, including agency management software and replacing existing equipment with more cost effective one.

ESTIMATE MY PROJECT, Philadelphia, PA January 2013-December 2017

Co-founder and Manager

- Developed concepts and design for e-commerce website for internet-based startup company.
- Oversaw 300 monthly payment transactions.
- Monitored website development at outsourced vendor.
- Tested the website for programming errors.
- Maintained Google AdWords marketing campaign in five states.
- Trained new employees on company procedures and sales techniques.

SKILLS & LANGUAGES:

- Property & Casualty Insurance License (Expires July 25, 2018)
- Pennsylvania Notary Public (Commission expires August 6, 2019)
- Russian – Fluent