

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: December 2016

Major: Management Information Systems

Selected Courses:

Enterprise IT Architecture	Data Centric Application Development
Data Analytics	Strategic Management of Information Technology

ACTIVITIES & AWARDS:

- Member, Association for Information Systems (August 2015-present)
- Member, The Society for Human Resource Management (February 2014 – May 2015)
- Member, 21st Century PASS Program (April 2010 - December 2012)
- State of Pennsylvania Excellence in Citizenship Award (June 2012)

EXPERIENCE:

GIANTI FABRICS, Philadelphia, PA

Creative Project Director

February 2014 – May 2014

- Planned company's website design and developed website content
- Created eCommerce Platform
- Established and communicated the design of company print materials

JEVS HUMAN SERVICES, Philadelphia, PA

January 2011 – October 2013

Administrative Assistant, Center for New Americans

- Maintained and updated confidential files using organization's computer system
- Assisted in improving organization's computer system
- Assisted with completion of necessary statistical reports
- Composed and translated documents in multiple languages

JSPAN, Philadelphia, PA

May 2012 - September 2012

Administrative Assistant/Event Coordinator

- Assisted vice president in preparing the annual meetings
- Maintained direct contact with personnel from the various outside organizations
- Distributed press releases and prepared official mailings

JEVS HUMAN SERVICES, Philadelphia, PA

June 2010 – December 2010

Intern, Path to Employment

- Provided career consulting and job development services to a diverse group of clients
- Assisted Manager of Program for Russian-American community with administrative duties and research
- Composed and translated letters and documents in multiple languages

MK VIDEO, Philadelphia, PA

September 2008 - May 2012

Co-Founder/Manager

- Collaborated with editing team to compile video projects for weddings, parties, concerts and other events
- Designed creative advertising pieces for clients
- Assisted with bookkeeping and account management for company business

SKILLS & LANGUAGES:

- Word, Excel, PowerPoint, Outlook, ETO, Avid Liquid, Adobe Premiere, Adobe Light Room, eCommerce
- Russian (Fluent), Ukrainian (Conversational), Kazakh (Conversational)