

**Shoshanna Kukuliev**



**OBJECTIVE:** To obtain a position where I can utilize my personal skills and experience to benefit my employer and grow with the company.

**PROFILE:**

Bilingual English /Hebrew • Fast Learner

Strong Analytical/Troubleshooting Skills • Team Player

• Microsoft Word/Excel/PowerPoint • Advanced Computer Skills • Courteous • Professional

**EXPERIENCE:**

**Coach Outlet-11/2016-1/2017**

Arvin, CA

Seasonal Sales Associate

Bakersfield, CA

**Valley Plaza 9/2014-8/2016**

Sales Associate at Kiosks

**Jack Jaffa and Associates - 1/2011- 1/2014**

Brooklyn, NY

Executive Assistant

- Worked with clients on phone and conducted meetings.
- Word processing and/or data entry into spreadsheets as required, edited software internally.
- Copying, filing, sorting and compiling various hard copy packets of information.
- Assisted clients with their cases from A-Z, including scheduling inspections, keeping them up to date, and completing all necessary work for their cases.

**EDUCATION:**

Taft College-

Taft, Ca

ASB

President- 1 year

Student Trustee- 1 year

SSSCC - Senator of Governance and Internal Policy - 1year