



ANNA ALEKSENKO

anna@aleksen.co (312) 912-1536 Albany, California

Experience

Server at Schroeder's Restaurant

San - Francisco, CA- May 2014 -present

Customer service, menu presentation, order synchronization, food service, table setting, POS handling, bill processing, station, set-up.

Account Executive at McKlein LLC

Chicago, IL - June 2013 - May 2014

Account management, schedule management, meeting preparation, exhibitions preparation, warehouse management

Customer Service Representative at McKlein LLC

Chicago, IL, april 2013 - June 2013

Customer service secretary, PO procession, supply orders management, pick-up orders management, QuickBooks management, warehouse management, fax / printing, advertising, sales operations, social media

Corporate Trainer at J. M. E . Marketing

Chicago, IL, September 2012 — march 2013

Interviews & training, running campaigns, hosting workshops, group management.

Education

Bachelor degree in International Economics Relations

V. N. Karazin Kharkiv National University

Business administrator, general business

Harry S Truman, City College of Chicago

Skills

Mac, Windows, MS Office, Interpersonal Communication Skills, Organized, Punctual, Critical thinking

References

Oleg Serediuk +1 (872) 226-3211
Manager at McKlein LLC.

Russ Gilman +1 (415) 767-6756
Assistant Buyer at McKlein LLC

Sergey Powers +1 (872) 226-3211
Sales Director at J. M. E Marketing