

Svetlana N Kuryanova

Organized, motivated, energized person

Farmington Hills, MI

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2485655328

Hardworking, energetic responsible team player. Ability to perform multiple tasks simultaneously, in a fast paced work environment. Capable of learning new skills quickly and adapting to new work environment.

Authorized to work in the US for any employer

Work Experience

Personal Assistant to CEO / Receptionist

Science Technologies - Riyadh

December 2017 to August 2018

Responsible for meeting and greeting visitors and providing them with a first class customer service. Charge of maintaining a pleasant and welcoming, but efficient and professional reception area. Greeting visitors and queering about their nature of business.

- Directing the visitors to suitable employees.
- Answering all the incoming calls and connecting them to respective people.
- Effectively & professionally answering the telephone and dealing with inquiries. • Logging information on calls received and maintaining detailed records.
- Receiving deliveries, couriers, incoming faxes & arranging distribution to recipients.
- Organizing the meeting rooms and overseeing visitor car parking.
- Routing emails and mails unaccountably every time.
- Maintaining all office supplies.
- Operating copiers and fax machines.
- Helping with vast amounts of documents scanning.
- Typing letters, reports and other documents often of a sensitive and confidential nature in corporate house style.
- Ensuring that the reception & meeting rooms areas are clean & welcoming.
- booking and arranging travel, transport and accommodation
- organizing events and conferences
- Prepare business meeting room for meetings.

Receptionist

jewish senior life of metropolitan detroit - West Bloomfield Township, MI
September 2013 to November 2016

Responsible for meeting and greeting visitors and providing them with a first class customer service. Also in charge of maintaining a pleasant and welcoming, but efficient and professional reception area.

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Cashier/Customer Service

Oakland Community College - Farmington Hills, MI
January 2016 to September 2016

Responsibilities

Operate cash registers, lifting boxes, completing inventory, cleaning and provide customer service

Personal Care Assistant (RCA/PCA)

jewish senior life of metropolitan detroit - West Bloomfield Township, MI
February 2013 to January 2016

Responsibilities

- Assist with Toileting
- Skin care to maintain the health of the skin
- Transfers and ambulation
- Bathing, grooming and hair washing necessary for personal hygiene

- Turning and position of the client(s)
- Dressing or undressing of the client(s)
- Assistance with eating, meal preparation
- Assisting, monitoring or prompting the client to complete the above items
- Redirection, monitoring and observation that are integral part of a personal care plan
- Redirection and intervention for behavior, including observation and monitoring
- Appropriate reporting of changes in client status.

Receptionist

American Regenerative Clinic - Farmington Hills, MI
March 2015 to April 2015

Receive and answer phone calls.

Confirm patients doctors appointments.

Make phone calls to remind patients for their doctor appointments.

Keep records of patients in files and organize them.

Make a flier about discounts and post them on official website.

In charge of advertisement for discounts.

Deliver missed call sticky note messages to doctor.

Clean office when needed.

Dietary Aide

Morrison - West Bloomfield Township, MI
February 2010 to June 2013

Communicating with nursing staff, doctor and Registered Dietician.

- Making sure patient get appropriate food according to their diet.
- Providing assistance to the cook in the preparation and service of meals.
- Meeting scheduled meal and snack times.
- Assisting in arranging tray cards, loading food carts, and serving meals.
- Setting up the dining room and serving residents.
- Washing and storing dishes.
- Assisting in receiving and storing food and supplies.
- Following defined safety codes while performing all duties.
- Labeling and dating.
- Cutting meats when needed with meat slicer, knife and more.

Lab Tech assistant

RTI Laboratories - Livonia, MI
May 2010 to September 2010

Assisting department faculty in maintenance of safe and sanitary conditions in the laboratory environment

- Monitoring lab activities to ensure that appropriate safety precautions are used.
- Coordinating the safe storage, handling, disposing, and record keeping of hazardous chemicals and chemical waste.
- Ability to follow directions precisely for preparation of reagents and solutions.
- Ability to keep accurate records and maintaining inventory control.
- Ability to independently organizing and controlling works flowing.

Host

Hogan's Restaurant - Bloomfield Hills, MI
October 2007 to January 2010

Greeting costumers.

- Monitoring the open dining sections of the restaurant for empty and cleaned tables.
- Estimating wait times for guests.
- Monitoring the guest waiting list.
- Ensuring that the needs of the guests are met while they are waiting.
- Answering the telephone.
- Booking reservations and moving tables together to accommodate large parties.

Education

Associate in Business Administration

Oakland Community College - Farmington Hills, MI
2015 to 2018

Certificate Program in CNA

Great Lakes Medical Edu - Oak Park, MI
2010 to 2010

Diploma

Bloomfield Hills Andover High School
2009

Skills

knowledge of Microsoft applications, knowledge of Macromedia applications.

Additional Information

Professional Skills:

- Flexible and able to adapt easily to new situations and developing workloads.
- Ability to evaluate tasks and suggest improvements.
- Professional & approachable telephone manner, can deal with customers at all levels.
- Creating formats for documents.
- Excellent attention to detail and high accuracy levels both numerical and literate.

- Good IT skills including knowledge of Excel, Word and Outlook.
- Logical and methodical approach to working.
- Ability to work on own and as part of a team.
- Clear understanding of all relevant legal obligations and data protection rules.

Office Skills:

- Good communications and interpersonal skills
- Ability to think out of the box and never give up spirit.
- Close attention details
- Superior telephone etiquettes.
- Time management skills
- Skilled at handling copier and fax machines.
- Fast typing speed of 74 WPM.

OTHER:

- Fluent in English and Russian languages