

Alyona Kegelmann

Front Desk Receptionist/ Office Assistant

Johnstown, CO 80534

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To obtain a position within the design/retail/customer service industry that showcases my crafting and customer service skills as well as offers the potential for learning and growth.

WORK EXPERIENCE

Front Desk Receptionist/ Office Assistant

L'Estis Desserts Inc - New York, NY - 2017-01 - 2017-11

- * -Answering the phone and transferring to the proper department and/or taking messages;
- * -Taking orders and creating the QB invoices, managing delivery schedules, communicating with the customers regarding the orders and solving any issues that may occur;
- * -Maintaining managers' and cake specialist's schedules, confirming the appointments;
- * -Communicating with the production department regarding the inventory and custom cakes deadlines;
- * -Ordering office and kitchen supplies in timely manner;
- * -Checking drivers' records, paying tickets, scheduling appointments for car inspection.

Production assistant / Designer

Tinsel Trading - New York, NY - 2012-09 - 2016-07

- * -Managing the glittering department including the assembly of product;
- * -Advising current and potential customers about new seasonal product as well as participation in national trade shows via calls and email blasts.

Managerial Assistant

Sky Medical Supply - New York, NY - 2012-02 - 2012-09

- * -Data entry, medical billing, light receptionist duties including answering calls and patient questions;
- * -Office maintenance and inventory management
- * -Scheduling medical supplies delivery and notifying the recipients about the time frame within which the delivery was supposed to be done.

Personal Assistant

New York, NY - 2011-09 - 2012-02

- -Answering phone and replying to emails;
- * -Maintaining client's schedule and scheduling appointments.

Bagger/Team Leader

Aunt Millie's Bakery - 2005-05 - 2008-07

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- -Assisting and/or covering various positions;
- * -Maintaining communication between the Temp Agency and the employees;
- * -Recognizing and addressing any issues according to the Bakery Safety and Production Policy.

EDUCATION

Psychology

Karaganda State University

1994 - 1996

Balkhash Pushkin High School

1994