

LENA CINNAMON

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QUALIFICATION SUMMARY

I help executive teams and leaders reach their full potential by organizing and streamlining processes, increasing productivity and providing support with professionalism, extreme discretion with highly sensitive/confidential information and a commitment to excellence.

GENERAL SKILLS

C-level Executive Support (Event/Travel/Calendar Management)	Accounting Support (POs, invoices, expense reports)
Business Operations Support	Organizational and Communication Skills
Customer Service	Attention to detail
Records Management	Multi-tasking

COMPUTER SKILLS

MS Office: Outlook, Word, Excel (Pivot Tables), PowerPoint, Publisher
G-Suite: Docs, Sheets, Slides, Calendar, Drive
Productivity Tools, ERP and Asset Management Software

EDUCATION

Bachelors of Arts (B.A.) Public Administration / Administrative Management

Russian Academy of National Economy and Public Administration, Volgograd Institute of Management
Volgograd, Russia

PROFESSIONAL EXPERIENCE

Project Coordinator/ Administrative Assistant

Employment Solutions: temp assignment at Drill Spot
March 2019 - July 2019
Boulder, CO

- Administrative support for executive management including the Operations Manager (OM), Chief Technology Officer (CTO) and the Chief Executive Officer (CEO)
 - Calendar management: maintenance and coordination
 - Executive travel coordination and planning
 - Corporate event planning and execution
- Coordination and assistance in various projects for Purchasing Department (POs, quantity update, pivot tables)

Office Support Clerk at Metro Student Life Department

Tulsa Community College
October 2018 - December 2018
Tulsa, OK

- Efficiently performed administrative and clerical support
- Participated in Student Life events planning, scheduling and execution, calendar management
- Communicated on behalf of Student Life Department (verbal and written) and performed customer service support for TCC students, faculty, alumni and guests
- Conducted POS transactions and followed cash control reconciliation procedures via CashNet

Household President | Co-Founder | Administrator

Cinnamon Household

January 2016 - October 2018
Tulsa, OK & CO

- Managed a small-scale team in charge of planning and budgeting
- Provided educational services for team-members, including personal coaching and early education services
- Scheduled events and maintained calendar(s) in fast-paced environment
- Polished and advanced skills in domestic engineering and team-building

Full-Time International Student

Tulsa Community College
January 2015 - January 2016
Tulsa, OK

Major: Computer Information Systems

- Relative Coursework: Introduction to Programming, Basics of Web Design (HTML & CSS), C++, English Composition, College Algebra, US History and Federal Government
- Achievements: Learned a new educational system and experienced an introduction to the American culture while maintaining a 3.5 - 4 GPA (Dean's List 2015)

Operations Manager | Project Coordinator | Owner

OM Control, LLC
October 2010 - December 2014
Moscow, Russia & Tulsa, OK

- Successfully launched a partnership with TMA Systems (Tulsa, OK) to bring asset management software to the Russian market through the creation of marketing, sales and customer service strategies and materials
- Coordinated various business operations such as accounting, legal contracts, records management and administrative support, customer service management
- Influenced and participated in project management of TMA software localization (English / Russian translation and language testing)
- Participated in the implementation and training of new users/clients in Russia
- Successfully completed a training program at TMA's headquarters in Tulsa, OK (July 2013 - April 2014) to gain a deeper understanding of the best practices in the asset management processes, software implementation, customer service and sales and marketing

Executive Assistant to the Chief Operating Officer (COO)

CJSC Multon
Feb 2004 - Dec 2004
Moscow, Russia

- Provided full C-level executive support for the COO, ownership and Management of one of the top three juice producers in Russia (later merged with Coca-Cola):
 - o Maintained the executive calendar and coordinated both business and personal meetings
 - o Maintained electronic document databases as well as produced and consolidated national sales reports using Excel
 - o Planned and coordinated the booking of hotels, air/rail tickets, car rentals using web and travel agents
 - o Planned, scheduled and coordinated corporate events
 - o Acted as the "Gate Keeper" for executives and as a liaison between executives and internal/external contacts

Administrative Assistant to the Company President & Vice President

Euromanagement (a financial, management, HR consulting firm for the energy sector)
May 2002 - Feb 2004
Moscow, Russia

- In support of C-level executives maintained the executive calendar, scheduled and coordinated meetings, performed minute taking, acted as a "liaison officer", screened phone calls and performed email communication

- Managed 3 direct reports while building a positive rapport with the building administration, internal and external stakeholders, coordinated office lease negotiations, ordered and distributed office supplies, coordinated vendor contracts
- Planned travel arrangements for corporate executives and coordinated/planned company-wide corporate events