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|  | Yana Velikanova  Brooklyn, NY | (702) 945-6023 | [velikanova6277@gmail.com](mailto:velikanova6277@gmail.com) |
| Experience | **Data entry specialist** s & a unified home careFeb 2019 – Current**HR Specialist** ADVANTAGE HOME CARESep 2018 – Feb 2019 Advantage Home Care is provider of home care services in Brooklyn, Queens, Manhattan, Bronx and Staten Island boroughs.  Responsibilities:  •Perform data entry and personnel file maintenance.  •Provide support with employment verifications and reference checks.  **Skills:** HHA exchange (Putting new applicants/patients in the system, checking medical papers, verifying employment verifications), knowledge of HHA App, medical/i9 compliance, scheduling in-services/orientations **Sales Manager** PURE HIMALAYAN SHILAJIT Jan 2017 – Aug 2018  Pure Himalayan Shilajit is Brooklyn based E-commerce company that specializes in selling organic products.  Responsibilities:  •Manage and update the online product catalog.  •Creating FBA shipments to Amazon. |
| Education | **The Bonch-Bruevich Saint-Petersburg State University of Telecommunications**  Saint Petersburg, RussiaBachelor of Foreign Studies, uncompleted 2014 to 2017 |
| other skills | Excellent computer skills:   * Microsoft Office - advanced * Adobe Photoshop/Illustrator * HHA Exchange * MS Excel   Fluent in Russian |