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|  | Yana VelikanovaBrooklyn, NY | (702) 945-6023 | velikanova6277@gmail.com |
|  Experience | **Data entry specialist** s & a unified home careFeb 2019 – Current**HR Specialist** ADVANTAGE HOME CARESep 2018 – Feb 2019Advantage 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 SHILAJITJan 2017 – Aug 2018Pure 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, uncompleted2014 to 2017  |
| other skills |  Excellent computer skills:* Microsoft Office - advanced
* Adobe Photoshop/Illustrator
* HHA Exchange
* MS Excel

Fluent in Russian |