**MAria Yaslinskiy**

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360-631-1573

*Driven professional seeking a full time position; bringing office administration knowledge and skills that effectively manage all areas of the office environment such as; meeting and appointment scheduling, inventory management, expense reporting and management visibility. Impeccable communications skills in English and Spanish.*

**Experience:**

**National Food Corporation *March 2018 - Current***

***Office Manager***

* Manage daily office activities
* Collect and compile data to provide visibility for upper production management
* Create and maintain written communication with clients using Word and Outlook
* Generate production flow spreadsheets in excel
* Develop management reporting and visibility presentations in Power-point
* Produce expense reports
* Responsible for product inventory management; maintaining inventory, ordering supplies, tracking orders and developing expense reporting and visibility to management
* Oversee all aspects of farm management within the office environment; such as feed management and production performance tracking and visibility
* Utilize bilingual skills in Spanish to organize and coordinate farm staff in their daily activities

**Seven Salon**

***2014 - 2019***

***Advanced Stylist***

* Advanced stylist specializing in cut and color
* Member of the Seven Salon Team
* Developed and maintained client lists and retention
* Coordinating and maintain scheduling clients
* Time management; handling multiple clients per day
* Multi-tasker; calm under pressure keeping appointments on schedule and clients satisfied
* Adaptable to ever changing needs and demands
* Exceptional customer service skills with keeping client base happy and maintaining client base
* Educated clients on their hair care needs, up-sold services and retail while providing exceptional service
* Trained and mentored new stylist as they joined the Seven Salon team

**Jimmy Macs Roadhouse *2013-2014***

***Server/Waitress***

* Planned and implemented events and meetings for large groups and parties in a fast-paced restaurant
* Take large orders with special attention and in a timely manner making sure costumers were satisfied with their experience
* Working proactively and effectively to anticipate customer needs
* Adaptable to ever changing needs and demands
* Quick thinker with problem solving skills

**Skills**

* Office Administration; Microsoft Office
* Bilingual; Fluent in English and Spanish
* Comfortable in fast paced environment, detail oriented
* Excellent communication skills
* Adaptable to emergent change requirements
* Exception Customer Service
* Experienced with sales
* Quick learner

**Education**

**University of Phoenix *February 2018 - current***

*BS Information Technology Studies; Graduation 2022*

**Seven Salon Academy *June* *2014 – June 2015***

*Advanced Training; Graduated*

**Northwest Hair Academy *December* *2012 - May 2014***

*Cosmetology License; Graduated*

**Stanwood High School *September 2009 - June 2011***

*Graduated*