

Jenya Seletsky
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Work Experience

Cosmopolitan Motors / Luckyoldcar.com

Assisting with office management and productivity of the company
Web developer - updates to current site
Training new hired office team
Inventory Management
Marketing

*Seattle area, WA
current part time project*

Backofficeadvisors.com

Web developer

*Denver, CO
current part time project*

Incredmed.com

Web developer
Marketing Assistant

*Denver, CO
June '19 – July '21*

TGLE

Executive Assistant to CEO

Jan '19 – May '20

- Worked directly with the band KISS
- Calendar planning / Travel arrangements for team and the band
- Marketing
- Prepared logistics for pilots
- Met with venue owners for future event plans
- Planned future productivity analysis and strategy

Rensys Technologies

Executive Assistant to CEO

*Denver, CO / Edmonton, Canada
June '14 – July '19*

- Focused on strategy for turnaround projects of Shell Canada and BP (British Petroleum) India
- Wrote documents with formulas that were needed for refinery engineers
- Calendar planning / Travel arrangements

ICCNexergy

Executive Assistant and Analyst / Office Manager

*Denver, CO
Feb '12 - June '14*

- Analyzed company productivity through the world – USA / Mexico / China/ ITAR Law monitor
- Overlooked projects with companies such as GOOGLE and IRobot
- Minutes for all meetings
- Calendar planning
- Travel arrangements throughout the word for employees
- Budget / expense manager

M&A Advisor

Executive Assistant to CEO

*New York, NY
Nov '07 - Nov '12*

- Represent the Company to the public, businesses, current clients and prospective clients
- Managed and updated company website www.maadvisor.com
- Edit and approve weekly newsletter / Code, Compile and publish weekly e-newsletter to the web

- Design promotional campaigns for marketing purposes and update web material with marketing team
- Create detailed websites for upcoming finance conferences and award galas
- Arrange detailed travel and expense allowances for the M&A Advisor team
- Prepare expense reports for accounting
- Maintain database of contracts, contacts, clients, reports and spreadsheets for departmental needs
- Coordinate interviews for clients, deal makers and investors to be discussed in weekly M&A / PE
- Manage M&A events, conferences, awards and galas throughout the United States
- Coordinate and oversee technical, office and client administrative duties
- Research and analyze administrative projects and meeting minutes for the CEO; prepare draft reports, briefing books and travel arrangements
- Research business backgrounds for a lucrative source of information for the CEO / Company
- Follow up with investors to guarantee accuracy and meet deadlines
- Arranged venues for informational meetings, advise travel and company incentives
- Spoke before hundreds of potential and current members educating benefits and infrastructure
- Calendar Planning
- Travel arrangements for CEO, team and clients

Delnaz Fashion

Event Coordinator / Business Advisor

Denver, CO

Jul '06 – Oct '07

- Assisting in business strategy and implementation
- Organized/scheduled radio promotions, reserved venues and booked performers
- Wrote legal contracts and proposals for all current and potential clients and different radio stations
- Advised potential revenue by analyzing the service/product offered based on statistical information

American Furniture Warehouse

Office Manager

Aurora, CO

Jun '03 – Jan '07

- Prepared correspondence, memorandums and reports efficiently according to procedures
- Organize schedules and set daily objectives for staff
- Implemented an "Employee Recognition" program based on team goals and accomplishments
- Trained sales and office team new procedures ranging from finance to inventory management and customer service
- Managed and supported staff

Other Related Work Experience

- Implemented multiple e-commerce storefronts
- Import merchandise, based on customer demand, from China and other wholesalers
- Manage a database of over 40,000 customers and advertise through CRM, GOOGLE ads and SEO
- Developed modelized.com and treasurezoo.com – shipping and importing costume jewelry
- Dreamweaver, Studio 8, Fireworks, wordpress, open cart, square space

Education

University of Colorado at Denver B.A. in Business Administration - Emphasis in Marketing

Denver University

Full Stack Software Engineer Coding Bootcamp

- HTML
- CSS
- React

- JavaScript
- Node
- Heroku
- SQL / NOSQL
- Bootstrap
- Github
- Postman
- MongoDB
- MySQLWorkbench

Software; MS Word; Excel, Pivot Tables, Outlook, Word, PowerPoint, Adobe, Zoom, Microsoft teams, Docusign

