JENNY KHECHUEVA

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WORK EXPERIENCE

Customer Service
Teleclal 03/2022 - 05/2022

- Work in unusual stress situations and under pressure.
- Helping people during wartime, evacuation support.
- Inbound & outbound calls.
- Organizing the supply of medicines and humanitarian aid.

Project Assistant
**Milim Writing & Translation Services
09/2019 - 02/2021**

- Working in a team-oriented, client-focused environment. Hybrid work model.
- Monitor and control project schedule, budget. Engage in quality control. Make and keep all documentation, project edits and verification of payments for work.
- Handle day to day customer emails and distribute them between teams.

PREVIOUS EXPERIENCE

Office Manager
- Being in charge of office appearance and maintenance.
- Document management and control.
- Assistance with personal tasks.
- Handle day to day customer email/phone support related to the entire payment process.

Sales Manager
- Control of goods amount in warehouses, interaction with suppliers for the supply and updating the goods.
- Coordinate logistic and logistic issues.
- Work with clients: as a sales manager and consult about our products and services.

Project Assistant\Project Management

- Collaborating with the marketing managers, updating company marketing material (promotional materials(), maintaining and updating the company's website.
- Preparation, organization and execution of company events, masterclasses and other events.
- Maintain records and databases with relevant data, financial and non-financial information (Budget, PO etc.).
- Following the team on a daily basis, collaborates with the sales team.
- Support and coordinate vendors.

SOFT SKILLS

- Can-do approach,
- strong organizational and planning skills,
- ability to multitask and to work independently,
- teamplayer, people person and service-oriented,
- Tech-savvy with some background in Frontend Development (HTML & CSS, Javascript), proficiency with Microsoft Office and G-Suite

EDUCATION

MA in Film Studies
The St. Petersburg State University of Film and Television
2006 - 2011

CERTIFICATES

Front-End Development Program
ITC Israel Tech Challenge
08/2021 - 11/2021

LANGUAGES

Russian ●●●●●
English ●●●●○
Hebrew ●●●○○