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| chrysoValanti  DemetriAdes | |  |  | | --- | --- | | Address |  | | 126 Monahan Avenue |  | | Staten Island, NY |  | | 917.837.6419 |  | | Valantid@yahoo.com |  | |  |  | |

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|  | Education |

## Business Management | St. John’s University, Staten Island, NY

### September 2016 – May 2020

Relevant Coursework: Management, International Business, Marketing, Public Speaking, Finance, Economics, Social Responsibility, Market Theology

## High School Diploma | CSI High School, Staten Island, NY

### September 2012 – june 2016

International learning experiences to Australia, New Zealand, England, Germany, Czech Republic, Switzerland, Austria, and Liechtenstein

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|  | Experience |

## Accounts Payable| Meridian Properties, Brooklyn, NY

### June 2014 – Present

* Organized invoices for 20+ apartment buildings.
* Prepared and sent out bills to 200+ residences of various apartments.
* Organized office space when main duties were complete.

## Communicated clearly with coworkers and management about the invoice distribution.

## Security | Kingsman Security, Brooklyn, NY

### MAY 2016 – Present

* Personally patrol property and secure premises
* Train new coworkers on main tasks and responsibilities of the job.

## Product Concierge | Mercedes Benz of Edison, Edison, New Jersey

## May 2019- May 2020

## Transported vehicles to and from dealerships and customers’ homes

## Demonstrated and showcased features of vehicles to customers

## Responsible for maintaining and cleaning vehicles

## Organized vehicles around showroom

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|  | Skills |

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| * Knowledgeable about unique cultures * Personable * Technically fluent with MS Office | * Works well with others * Experience with Customers * Persistent |

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|  | Activities |

ST John’s University Italian club, 9/11 Football league, 68th precinct Baseball League, GOYA Basketball League, NYC Breast Cancer Walk, Greek Youth Olympics