

ANNA MALENKOVICH

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EDUCATION

- Portland State University, Portland, OR 2005 – 2009
 - **Bachelors of Arts, Political Science and Communication**

EXPERIENCE

2009-Present

Store Manager

Go Wireless (Verizon Wireless) Portland, OR

- Managed employees to meet and exceed store goals
- Performed essential training for new hires, assisting them in becoming lead sales associates
- Completed all of the operational duties of store manager
- Was the liaison between major businesses, customers, and Verizon Wireless
- Always maintained the proper standards and appearance of store

2008

Receptionist/Office Assistant

Preston Bunell & Flynn, LLP Portland, OR

- Answered multi-line phone system
- Opened and closed files
- Light transcription work
- Wrote letters to clients as requested by paralegals

2006-2008

Legal Assistant/File Clerk

Ganz Law, PC Hillsboro, OR

- Filed legal documents manually and electronically
- Assisted the paralegals and office manager with personal projects
- Assisted in writing letters to clients
- Answered phones

LANGUAGES

- Read, Speak, and write in Russian/English Fluently

ACTIVITIES/INVOLVEMENT

- Student Ambassador, Alpha Chi Omega, Panhellenic President
- Panhellenic Vice President, Greek Council Social Coordinator, Lambda Pi Eta Honor Society, Vice President of the Pre-Law Society,
- PSU Recruitment Team,
- National Society of Collegiate Scholars, and Jewish Student Union