

ALENA GAVRILENKO

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SUMMARY

Interested in part-time web technology opportunities.

EXPERIENCE

Salesforce Staff/Volunteer, School for Self-Healing, Dec 2019-Feb 2020

- Created accounts and contacts
- Maintained data quality and integrity
- Inputted data into company database utilizing Salesforce

Psychology Intern, LifeMoves, formerly InnVision Shelter Network, Apr 2019-June 2019

Inputted a large volume of psychology data for Behavioral Health department into company database, utilizing MS Excel

Salesforce Administrator Intern, LifeMoves, formerly InnVision Shelter Network, Jul 2018 – July 2019

- Responded to issues, change requests and other administrative needs of Salesforce.com users
- Gathered business requirements and translated them into Salesforce changes and enhancements
- Built automation processes, advanced formulas, validation rules, quick actions, page layouts etc.
- Tested new functionality and configuration in developer Sandbox to ensure things were working properly
- Imported and exported data in excel using Data Loader
- Maintained data quality by identifying and deleting duplicate records, cleansing and updating inaccurate data
- Set up new users, scheduled users for deactivation, maintained email notifications
Updated profiles, roles, permission sets and other user details

Nurse, Sep 2011-Sep 2014, Cardiology, City Clinical Hospital 4, Astrakhan, Russia:

- Retrieved patient blood and bodily fluids in safe and correct manner
- Labeled and secured all specimens for transport to testing area
- Disinfected and sterilized patient care and treatment equipment

CERTIFICATES

☞ Salesforce 201 Administration certificate, CA, US, Jan 2017

☞ Jitterbit Foundations certificate, Jitterbit, CA, US, Nov 2018

EDUCATION

⌘ MEDA, Web Design, San Francisco, CA, US, in progress, Jan 2021-present.

⌘ JobTrain, Web Technology course, Menlo Park, CA, US, Sep 2017-Dec 2017

⌘ Vyatka Social and Economic Institute, Bachelor of Psychology (online Academic Program), Kirov City, Russia, 2017-2021, in progress

⌘ Astrakhan State Medical University, Bachelor of Medicine/Surgery candidate, Astrakhan City, Russia, 2011-2016

⌘ Astrakhan Basic Medical College, Associate degree in Nursing, Astrakhan City, Russia, 2009-2011

⌘ Astrakhan Social Pedagogical College, Associate degree in Elementary Education and Teaching, Astrakhan City, Russia, 2010-2014