**ALENA GAVRILENKO**

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**SUMMARY**

Interested in part-time 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

**Undergraduate Research Assistant, Astrakhan State Medical University, Sep 2014-Jul 2016, Astrakhan City, Russia:**

Experience in Bioinformatics:

* Modeled intermolecular protein-protein interactions, detected and analyzed evolutionary stable and functionally important sites and motifs of the macromolecular complex.
* Predicted protein stability, identified hydrophobicity, hydrophilicity and charges on the protein surface critical for the macromolecular complex formation.
* Examined the phylogenetic relationships of interacting proteins by multiple and pairwise sequence comparison
* Identified and approached statistical data to comparative proteins structure and sequence correlations

Experience in Laboratory:

* Performed SDS-PAG in tubes for the separation of serum proteins into five fractions (albumins, a1-, a2-, b- and gamma globulins) SDS-PAG in tubes for the separation of serum proteins into five fractions (albumins, a1-, a2-, b- and gamma globulins)
* Performed Ouchterlony double immunodiffusion for the detection of extractable antigens in human umbilical cord blood
* Assisted in ocular immunization of rabbits and rabbit ear vein blood collection.
* Prepared reagents and laboratory equipment, interpreted data, created technical reports

**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**

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

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

ஐ BIF002x: Proteins: Alignment, Analysis and Structure, University System of Maryland, CA, US, Jan 2019

**EDUCATION**

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

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

ஐ Astrakhan State Medical University, MBBS (Bachelor of Medicine/Bachelor of Surgery) candidate, Astrakhan City, Russia, 2011-2016

ஐ Astrakhan Basic Medical College, Associate Degree in Nursing, Astrakhan City, Russia, 2009-2011

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