

**ILANA MULTAK**  
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Washington, DC 20001  
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## EDUCATION

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**Pennsylvania State University**  
College of Liberal Arts, B.A. in Economics  
Business and the Liberal Arts, Minor

University Park, PA  
May 2018

**George Washington University**  
Data Analytics Certificate

Washington, D.C.  
Anticipated Completion September 2020

## TECHNICAL SKILLS

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- Advanced Microsoft Excel, Python, SQL

## WORK EXPERIENCE

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### **Revivalist Spirits**

*D.C. Brand and Sales Manager*

Washington, D.C.  
August 2019 – Present

- Establish new client accounts within the Washington, D.C. metropolitan area
- Maintain relationships with over 30 buyers to ensure client retention
- Hold bi-monthly events to expand brand awareness

### **MKTG**

*Brand Educator*

Philadelphia, PA  
July 2018 – August 2019

- Represent a global experiential marketing agency
- Run promotional events to drive sales for large international client
- Create reports demonstrating sales conversion rates for each event
- Analyze event data to improve success and efficiency for next campaign

### **Team Enterprises**

*Experiential Specialist*

Philadelphia, PA  
State College, PA  
November 2017 – December 2018

- Engaged with individuals at events to provide brand exposure
- Completed and analyzed consumer surveys following each shift
- Aided my team in creating interactive promotions for each brand

### **Alisa Kobrinetz Chernack, LLC**

*Legal Intern*

Ellicott City, MD  
November 2016 – December 2017

- Analyzed elder law firm processes and developed solutions to improve workflow efficiency
- Trained staff to implement software to decrease time taken to receive documents needed to petition the court
- Reviewed individual client finances with attorney prior to court hearings to determine if they qualified for Medicaid
- Updated and organized billing books by corporate clients (nursing homes) and private clients (individuals)
- Observed elder-guardianship court sessions

## VOLUNTEER EXPERIENCE

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### **Abington Hospital – Jefferson Health**

*Volunteer, Hospital Elder Life Program*

Abington, PA  
June 2018 – May 2019

- Worked alongside geriatricians and geriatric nurse practitioners to protect elderly patients from mental and physical decline during hospital stay
- Provided assistance with meals and daily exercise as well as social support to patients
- Aided mental stimulation by participating in activities

## CERTIFICATIONS

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**Bucks County Community College**  
Certified Nursing Assistant (CNA)

Newtown, PA  
May 2019

## SKILLS, LANGUAGES, AND INTERESTS

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Skills: Communication, Adaptability, Critical Thinking

Languages: Proficient in Spanish

Interests: Traveling, International Business, Photography, Cooking