

# Yasmine Kalinchenko

Cell: (757) 912-0020

Kalinchenko.Yasmine@gmail.com

5864 Linden Creek Ct. Centreville, Virginia 20121

## Objective

Obtain a position working the day-to-day administrative operations.

## Experience

- *Flight Attendant* **American Airlines** (02/27/2019- present)
- *Intern*, House of Representatives, **Committee on Science, Space and Technology**.  
Rayburn Building, DC (9/10/18- 1/2/2019).
- *Intern*, House of Representatives, **Congressman Lamar Smith** (R-TX) (9/10/2018-1/2/2019)
- *Campaigner*, **Scott Taylor** Campaign for Re-Election, Virginia Beach, VA. (2018)
- Receptionist, **The Joint Chiropractic**, Fairfax, VA. (2018-2019)
- *News Writer*, **Turning Point USA**. (2016-2018)
- News Writer **Oracle**, Tulsa, Oklahoma. (2016-2017)

## Education

<b>Oral Roberts University</b>	<i>Political Science</i>	(2016-2018)
<b>Nova</b>	<i>Political Science / Russian</i>	(2018- present)
<b>Harvard EX University Online</b>	<i>Political Science and Public Policy</i>	(2018- present)

## Accomplishments

### Certification

- Operate Bombardier CRJ 2,7, and 900 aircrafts.
- Red Cross CPR and AED Certified.

### Language Skills

Proficient Speaking, Reading and Writing Skills in Russian, and fluent in English. \*

### Office Skills

- Markups, Clips, Memos.
- Schedules, Campaign Management, Interviews, Payroll.
- Oversight, Research.
- Assisting with phone inquiries.

### Computer Skills

Proficient in Microsoft word (Word, Excel, Powerpoint, Outlook).

## Additional Training

Capitol Tour Training

## References

Lamar Smith, **Committee on Science; Chairman** (Reccomendation Letter)

Christ Wydler, **Committee on Science; Deputy Chief of Staff** [Chris.Wydler@mail.house.gov](mailto:Chris.Wydler@mail.house.gov)

Jenny Crone, **Committee on Science; Director of Special Projects** [Jenny.Crone@mail.house.gov](mailto:Jenny.Crone@mail.house.gov)

Heather Vaughan, **Committee on Science; Communications Director**

[Heather.Vaughan@mail.house.gov](mailto:Heather.Vaughan@mail.house.gov)