

LEON MALISOV

165 Bennett Ave, Apt. 3K • New York, New York 10040
PHONE: (347) 840-2712 • E-MAIL: leonmalisov@gmail.com

WORK EXPERIENCE:

Paper Jam Tutoring, New York, NY

September 2013 – Present

Founder

- Provide comprehensive instruction to undergraduate students in Business and English
- Work with clients to create individualized organizational plans geared toward academic success

Bentley Hotel, New York, NY

August 2016 – December 2016

Front Desk Associate

- Played a key role in managing guest relationships, including post-stay outreach
- Managed a rapidly-changing schedule of over one hundred hotel rooms at full capacity
- Handled a wide range of personal services, including concierge services
- Periodically serviced the breakfast counter

Keystone Equities, LLC, New York, NY

June 2016 – August 2016

Market Research Intern

- Compiled detailed reports on dozens of primary U.S. real estate markets
- Prepared in-depth presentation materials on U.S. markets for prospective clients.
- Worked closely with a large office-sharing client to identify prospective opportunities for expansion
- Accompanied senior executives on site tours, documenting visits for later reference

Thomson Reuters Foundation, London

September 2015 – December 2015

Media Development Intern

- Created, populated and maintained a database of hundreds of media consultants
- Contributed stories to the foundation's Africa desk on under-reported news
- Participated in C-level corporate communication training programs

Franklin & Marshall Martin Library of the Sciences, Lancaster, PA

Spring 2014 – Spring 2015

Archivist

- Archived collections of rare materials donated to F&M college
- Assisted students and faculty with administrative tasks and research queries

Clubhouse Camp, New York, NY

Summer 2012 – Summer 2013

Camp Counselor

- Organized and supervised educational and recreational activities for campers
- Oversaw campers on field trips and earned the trust of parents

EDUCATION:

Franklin & Marshall College, Lancaster, PA

2018

Business Management major GPA 3.2

New York University, New York, NY

Spring 2017

History of Urban Planning and Architecture; Environmental Science

SKILLS:

English native, fluent in Russian, elementary proficiency in Hebrew and French
Financial Modeling, Microsoft Excel, Word, PowerPoint, Google Analytics, basic Java

OTHER ACTIVITIES:

Head of international news at F&M Business Club, F&M Model UN
F&M rowing team