**Yekaterina Jalette**

2532 30th Drive, Long Island City, NY 11102

347-573-7598

[yekaterina.jalette@gmail.com](mailto:yekaterina.jalette@gmail.com)

**SKILLS**

* Strong analytical and mathematical skills
* Familiarity with marketing
* Experience working with databases
* MS Office Suite
* Photoshop and video editing
* Basic web development and website building
* Fluent in Russian, Ukrainian and Polish

**EXPERIENCE**

44th Enterprises Corp New York, NY ***Hostess/bartender*** 5/2014-1/2017

* Greeted customers and guide them to the seating area
* Answer and direct phone calls taking detailed messages when necessary
* Assisted customers with order decisions and provided information regarding various beverages
* Carefully noted any special instructions related to orders
* Mixed ingredients of drinks to make preferred cocktails

Gracia Fashion New York New York, NY

***Showroom Assistant***  4/2014-12/2016

* Sold products and explained merchandise to customers
* Compiled data for expense and statistical reports
* Inventoried samples and verify correct pricing on items
* Prepared showroom and inventory for buyer meetings
* Participated in trade shows and sales meetings
* Photographed product samples

Glitter Bar Brooklyn, NY

***Assistant Manager*** 9/2013 – 4/2014

* Placed orders and ensured inventory is properly distributed
* Sold products and explained merchandise to customers
* Conducted marketing activities across multiple social media platforms and other customer outreach activities
* Prepared store and window displays; take photographs for advertisements and product descriptions
* Organized special events such as parties and social events; promote products at said events
* Acquired special or unusual items not normally stocked

Century 21 Department Store New York, NY

***Ladies’s Logistics Associate*** 5/2012 – 8/2013

* Greeted guests
* Provided customer service and answered questions
* Organized merchandise based on a variety of categories
* Placed goods on the sales floor

**EDUCATION**

*CUNY*  Brooklyn, NY

* ***Full-Stack Web Development*** 1/2017-present

CUNY Brooklyn, NY

* ***Fashion Merchandising*** 9/2013-12/2014

Moscow State Metallurgical Institute Moscow, Russia

* ***Engineering***  9/2007-6/2013