**Anna Tsebekova**

732-861-4933, annatsebekova@gmail.com

**Summary of skills**

* Excellent interpersonal skills, ability to work independently and as part of a team, ability to learn quickly
* Adapt easily to new concepts and responsibilities
* **Computer Skills**: Microsoft Office, Internet research skills, Typing
* **Languages**: English, Russian, Italian

**Experience**

**Apple Commuter Inc. –** Transportation Dispatcher

New York, NY

August 2015 – July 2016

 - Schedule and dispatch drivers

* Answer calls from clients and schedule services
* Direct drivers through radio contact and check them on GPS
* Prepare reports on all activities occurring during their shifts.

**Apple Commuter Inc. -** Hotel Concierge/ Transportation Desk

New York, NY

September 2014 – August 2015

 - Greet guests as they arrive and depart

* Coordinate and manage requests for special arrangements
* Arrange transportation and tour packages
* Directory assistance and information
* Dinner recommendations and reservations

**Yandex LLC –** Marketing Communications Manager

Moscow, Russia

November 2013 – August 2014

* Developing the marketing strategy and plan
* Writing copy
* Approving images
* Making customer focused decisions

**DigitalOctoberGroup –** Editor

Moscow, Russia

October 2011 – September 2013

Russia, Moscow

* Preparing, rewriting and editing articles (political, economical and social themes)
* Verifying facts, dates, and statistics, using standard reference sources
* Reading copy or proof to detect and correct errors in spelling, punctuation, and syntax

**Professional magazine “Your library” –** Journalist

Moscow, Russia

August 2012 – September 2013

* Preparing, rewriting and editing articles (library theme)
* Searching and verifying information via Internet.

**Starbucks Coffee Company –** Barista

Moscow, Russia

February 2011 – July 2011

* Cheerfully greeting all customers
* Taking customer orders and preparing or serving hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas
* Serving baked goods and sandwiches
* Accurately rings sales orders into cash register and counts back change to customers

**Darien Lake Theme Park Resort –** Ride Operator

Darien Center, NY, USA

June 2010 – September 2010

* Cheerfully greeted parents and children visiting the theme park
* Operated mechanical riding devices in an amusement park
* Took tickets from patrons; gave directions regarding ride features
* Effectively communicated with patrons of all ages, as well as workers and management

**Moscow State University Research Library -** Librarian

Russia, Moscow

September 2006 – May 2010

* Cataloging books, magazines and newspapers
* Maintaining library materials
* Assisting students and teacher to find required books

**Education**

**Lomonosov Moscow State University, Faculty of Journalism –** 2007 – 2012

Moscow, Russia

Specialist in Journalism

**Elista Lyceum –** 2002-2005

Elista, Russia