**Olesia Radzvil** Cell: (360) 553-2808

Email: a.radzvil@gmail.com

**Office Specialist / Customer Service**

*Committed and motivated Office Specialist with exceptional customer service and decision making skills. Strong work ethic, professional demeanor, and great initiative. Proficient at quickly learning new procedures and taking ownership of diverse projects*

**HIGHLIGHTS**

* Excellent communication and interpersonal skills
* Trilingual English/Russian/Ukrainian, speak, read and write
* Proven organizational and time management skills
* Ability to make decisions about the best courses of action
* Problem solving and conflict resolution to ensure customer satisfaction
* Intermediate proficiency in Word, Excel and Outlook, 50+ WPM Typing speed

**WORK EXPERIENCE**

**Seasonal Fulfillment Associate**

Amazon Hillsboro, OR April 2020 – June 2020

* Worked at the conveyor in a fast paste environment, sort packages
* Successfully completed all required training on staging
* Handled packages carefully and process quickly to keep up with the flow
* Used scanner to reroute packages into the designated flight for delivery

**Office Specialist – PT** (only 2 hrs. per week)

Irina’s Cleaning Co. Vancouver, WA Jan 2017 - Current

* Handle incoming calls, take accurate messages and record information as needed
* Greet and serve clients in a professional and timely manner
* Meet with clients and resolve their concerns or complaints
* Organize and maintain office areas to make look professional and inviting
* Coordinate events and trips by making reservations
* Maintain inventory spreadsheet, order supplies and equipment

**Preschool Teacher/Baby Sitter - PT**

Private Family Beaverton, OR Jan 2019 – March 2020

* Instruct children in activities designed to promote social, physical, and intellectual growth
* Teach children other language, basic skills such as color, shape, number and letter recognition
* Observe and evaluate children's performance, behavior, social development, and physical health.
* Serve meals and snacks in accordance with nutritional guidelines

**EDUCATION**

* Medical Assistant / Clark College Anticipate completing in 2021
* High School Diploma – Nurse Assistant / Henrietta Lacks and Bioscience High School

**ACCOMPLISHMENTS**

* Job Shadowed for one month Dentist, Hygienist to observe treatments, X-rays and other procedures at Quality Dental Care
* Military Nursing with 40 credits short