**Leona Negrimovskaya**

Negrimovskaya.Leona@gmail.com

917-405-5072

**Objectives:** To bringexemplary customer service and customer satisfaction experience to an upwardly mobile and inspiring workplace, insuring every customer walks away from a customer service interaction with long-term loyalty and a positive story to tell.

**Work Experience:**

**Front Desk Manager** June 2014- October 2020

**Test Prepare Tutoring**

* Prepared schedules for staff.
* Worked with the clients and the tutors to make schedules.
* Helped manage staff calendars.
* Purchased office supplies.

**Volunteer Experience**

**Activities Assistant**

**Sunrise Senior Living**

* Helped create a safe space for senior citizens.
* Interacted with patients with alzheimer’s.
* Led daily activities such as Bingo and Trivia.

**Education**

**John Jay College of Criminal Justice**

BA Forensic Psychology

Graduation year: 2014

**Borough of Manhattan Community College**

AA Liberal Arts

Graduation year: 2013

**Edward R. Murrow High School**

High School Diploma. Screened Studio-Theater

Graduation year: 2011

**Skills and Certificates**

* Experience working with a diverse population
* Knowledge of nonprofit and community based organizations
* Certificate: Completion of Implicit Bias Awareness Workshop, Office of Equity and Access.
* Award: First place in the Holocaust Memorial Essay, Poetry, and Art Contest- New York State Assembly    .