



Heather Lynn Black



RESUME

ЛИЧНЫЕ ДАННЫЕ

Дата рождения	12.07.1985
Семейное положение	в браке
Количество своих детей	1
Национальность	США

ОПИСАНИЕ

Дата приезда в Москву в Москве

ОПЫТ РАБОТЫ

2016 - н.в.
Moscow
English tutor

2012-2015
Mary Kay Cosmetics www.marykay.com USA
Independent Beauty Consultant
Works as a business owner and operator from a home based office building valuable customer based relationships. Sets and meets professional and financial goals and deadlines. Built and maintains a highly structured organizational method to track customer product usage and initiate successful follow ups that increase sales and customer report.

2010-2015
Larkfoot Designerie USA
Founder and Lead Graphic Artist
Manages multiple design projects and clients at any given time. Works under strict timelines with multiple deadlines for different sized projects. Prioritizes client work and projects to maintain a smooth experience for clientele. Created and maintains an organizational timeline that tracks customers from their first inquiry to the final project delivery with ease.

2011
Yellow Pages Group / Groupe Pages Jaunes
Multimedia Content Clerk
Met production goals based on alphanumeric data entry and verification. Worked easily in a self-motivated, team goal environment. Trained and coached new team members on projects and software/applications used to complete them.

2009
National Hot Rod Association www.nhra.com
Front Desk Administrator - Seasonal
Sole administrative support for a seven member team of Directors. Transferred and screened all front desk calls to the appropriate Director while maintaining immaculate notes and messages on each. Handled all daily front office tasks including postal services, cleaning and appearance, filing, intercompany communications, and ticket sales for races. Personal assistant for each Director covering responsibilities including returning emails and written correspondences, filing, general daily tasks as assigned, and personal secretarial work.

United States Census Bureau
Crew Leader Assistant - Per Diem
I assisted my Crew Leader in the managing of 16 Enumerators while also performing the tasks of an Enumerator. We were given a deadline of 18 weeks to complete our address canvassing assignment by the government, but completed our assigned task in only 4 weeks. I organized and held daily meetings with the Enumerators, either over the phone or in person. I also assisted in heavily their training for their

preparedness with their tasks. In addition, I kept all paperwork on the Enumerators immaculately organized and ready to be retrieved by the government agency at a moment's notice.

ОБРАЗОВАНИЕ

2007
University of Indianapolis
Psychology

SUMMARY

I am a native English speaker with experience in teaching and tutoring both school aged children and adults in various settings and subjects. I am professional and approachable, priding myself in my punctuality and continued desire to learn new skills. I have taught a wide range of studies and applications ranging from fine art and flute/music to business branding and interpersonal conversational skills.

I look forward to the opportunity to speak with you further about your needs for this position and what I have to offer. I appreciate you and your time, and look forward to speaking with you soon.