

**Alanna Gimadeyeva**  
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## **EXPERIENCE**

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**AMA Pharmacy** Brooklyn, N.Y.

*Cashier Clerk.*

March 2024 — April 2024

- Conduct standard duties.

**American Golf Corp., Dyker Beach Golf Course** Brooklyn, N.Y.

*Banquet Server*

October 2023 — Present

- Conduct standard duties.

**Scott Michael Partners LLC** New York, N.Y.

*Junior Analyst*

July 2022 — August 2022

- Input data into process logs to maintain the organization of partnered companies.
- Created PowerPoints team used for sales presentations.

**Private Family** New York, N.Y.

*Part-time Nanny*

April 2022 — June 2023

- Transported 4-year-old from school, scheduled activities, and playdates.
- Aided child with homework.

**Vidov West Salon** New York, N.Y.

*Hair Salon Assistant*

May 2021 — October 2021

- Conduct standard duties.

**Isadora-Lido** New York, N.Y.

*Rhythmic Gymnastics Coach*

May 2018 — October 2018

- Worked with students aged 6-8, teaching rhythmic gymnastics.
- Offered private lessons to students.

## **INTERNSHIP**

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**Amelie A. Wallace Gallery** Old Westbury, N.Y.

*Art Gallery Intern*

December 2022 — May 2023

- Answered visitor inquiries about artists, artwork.
- Helped organize, promote gallery events.

## **EDUCATION**

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**State University of New York at Old Westbury,**

**School of Business (AACSB Accredited)** Old Westbury, N.Y.

May 2026

Bachelor of Science degree, Business Administration

Relevant Courses: Information Systems for Managers, Business Communications

**Fiorello H. LaGuardia High School of Music & Art and Performing Arts** New York, NY

Dance

June 2022

## **SERVICE SKILLS**

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Proficient: POS, Zoom, Outlook, MS PowerPoint, Google Docs

Knowledgeable: MS Teams, Excel, Word

## **SOCIAL MEDIA SKILLS**

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Proficient: Instagram, Facebook, X, TikTok

**Alanna Gimadeyeva**

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**LANGUAGE SKILLS**

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Bilingual: Russian/English

**SKILLS AND INTERESTS**

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**Skills:** Excellent customer service and interpersonal skills, Strong organizational and time management abilities, Attention to detail and accuracy in administrative tasks, Professional and friendly demeanor.

**Interests:** Rhythmic Gymnastics, Skiing, Performing Arts.

**References:**

Available upon request