

# CHRISTINA MARKEVICH



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Miami Beach, FL 33139

## SKILLS

- Detail-Oriented
- Leadership
- Organization
- Interpersonal Skills
- Self-Driven
- Teamwork
- Adaptability
- Problem-Solver
- Critical Thinking
- Languages

## EDUCATION

### **Miami Dade College**

Miami, FL • 04/2022

**Associate of Science:** Nursing  
Associate

### **The Open University**

Haifa, Israel • 01/2012

**Associate of Arts:** Sales  
Management

## WORK HISTORY

### **Morgan Stanley - Executive Personal Assistant**

*Miami, FL • 01/2017 - 01/2021*

- Recorded and organized meeting records to maintain valuable executive information
- Supported executive team by scheduling appointments, retrieving relevant documents, and improving workspace planning
- Maintained work travel and conferences schedule by coordinating a multitude of schedules

### **Fusion Bikini Company, Playa Del Carmen - Owner**

*Mexico • 01/2014 - 01/2016*

- Managed company operations by following industry guidelines and ensuring customer satisfaction
- Developed strategic implementation plan to reach global market and maximize profit margins
- Enhanced team bonding by implementing training sessions and promoting positive work environment

### **Isrotel Agamim Company - CEO's Assistant**

*Israel • 01/2011 - 01/2014*

- Managed and recorded over 600 meetings yearly for the CEO by maintaining organized schedule and strong communication
- Translated documents and reports in a variety of language including

## CERTIFICATIONS

BLS for Healthcare Provider:  
American Heart Association  
(Infant and Adult)

## Languages:

Hebrew  
English

- Russian, English, Spanish, and Hebrew
- Maintained documentation for accounts payable and receivable to perform quarterly bank reconciliation
- Prepared customer invoices, research, and claim investigations

### Israeli Police Military Service - Patrol Officer

*Haifa, Israel • 01/2009 - 01/2011*

- Protected civilians by regularly responding to emergency calls
- Enforced motor vehicle laws and traffic regulation by maintaining knowledge of current traffic laws
- Monitored and identified civilians accused of violations and unusual or illegal activities

## CLINICAL EXPERIENCE

• *March 2022-April 2022*

Jackson Memorial Hospital • School of Nursing • ICU & Critical Care

• *January 2022-March 2022*

Jackson Memorial Hospital • School of Nursing • Medical/Surgical/Telemetry

• *October 2021*

Jackson Memorial Hospital • School of Nursing • Behavioral Health

• *November 2021-December 2021*

Jackson Memorial Hospital • School of Nursing • Pediatrics