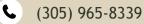
CHRISTINA MARKEVICH

Christi.markevich001@m ymdc.net



• Miami Beach, FL 33139

SKILLS

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- 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 ${\, \bullet \,}$ School of Nursing ${\, \bullet \,}$ 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