

Corine Charkhy

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EDUCATION **Great Neck North High School**
Graduate June 2007

WORK **LeVian Jewelry Corporation**, Great Neck, NY
EXPERIENCE **December 2007-Present**
Repairs Assistant

- Communicated with customers, employees, and other individuals to answer questions, disseminate or explain information and address complaints
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer
- Responsible for typing reports, memos and other correspondence.
- Highly organized and conscientious; entrusted with management and with confidential materials
- Developed constructive ways to ensure my tasks were complete
- Established computerized methods to keep customers and co workers up to date with the status of their repair

YM Intercontinental Gem Corporation, New York, NY
June 2005-December 2007
Personal Assistant

- Assisted manager in creating and upholding jewelry database
- Responsible for inputting data, and running office errands
- Relied upon to take care of the office surroundings
- Prepare agendas and make arrangements for meetings held within the office

SKILLS & INTERESTS

- Strong background in computer and word processing using Microsoft Word and Microsoft Excel
- Ability to work with minimal supervision
- Great organizational skills
- Exceptional communication skills
- Capable of learning quickly and adequately