

Rebecca Sherafatkah
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SUMMARY

Professional with administrative and sales experience in real estate, wholesale jewelry and fashion. Business owner of a fashion store. Former English teacher. Translations and teaching. Strong interpersonal, communications and organizational skills. Dedicated, reliable, customer-focused. Multilingual (French, Italian, Persian, English).

SKILLS

Administrative Skills

- Secretarial skills
- Booking Appointments
- Issuing and tracking invoices and payments and account receivables
- Bookeeping

Customer Relations

- Strong customer relations and problem-solving skills
- Strong interpersonal and communications skills

Other Skills

- Teaching and translations
- Word
- Stratus real estate program

WORK EXPERIENCE

2003-2007 Caldwell Banker East Hills, New York

1993-2003 Fine Germs New York, New York

1989-1993 La Femme Fashion Woodbury, NY

Previous Experience:

English teacher, Shaare Tova Academy Queens NY

EDUCATION

Bachelor of Arts, St. Xaviers College, Bombay, India