

To: Jeffrey Epstein [REDACTED]
From: Lesley Groff [REDACTED]
Sent: Tue 10/4/2016 1:37:26 PM
Subject: Fwd: Resume

Begin forwarded message:

From: [REDACTED]
Subject: Resume
Date: October 4, 2016 at 9:24:15 AM EDT
To: [REDACTED]
Reply-To: [REDACTED]

[REDACTED]

I am a highly motivated, hard-working- and creative multi-lingual student with -proven academic performance. I am reliabl-e, loyal and exhibit strong leadership sk-ills. I am interested in a career in tour-ism, public relations, or art and cultura-l sciences.

Qualifications-

- Fluent in English, Ukrainian,- Russian and German;
- Knowledge of Hebrew, Spanish -and French;
- Excellent written and oral sk-ills;
- Experienced in customer servi-ce;
- Strong problem-solving skills-.

Employment History-

Professional Receptionist/ Secretary-

Secretary	Je-welry Company A2M Gems Inc., NY	October 2014--
May 2015		
Receptionist	Spa -Center, Euphoria, Astoria, NY	May 2014-
-September 2014		

Highlights - Provided comprehensive admi-nistrative support to staff;

- Processed bills, in-voices and orders;
- Ordered supplies;-
- Promptly answered e--mails, calls;
- Scheduled appointme-nts.

Tutor-

English Teache Kiev, Uk-raine J-uly 2009- May 2012

- Helped pupils with homework, p-prepared for quizzes, tests and exams;
- Taught new words, idioms and h-ow to write compositions

Additional Employment-

Christine Valmy clinique (esthetician - 2015-2016-

Actress in different productions (LA, NY-C) 2013-2015

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Education:-

Christine Valmy Esthetic School, NY, NY-/October 2015-April 2016;

TCS, Graphic design, NY, NY/May 2013-January 2015;

Lee Strasberg Theatre and Film Institute, acting, NY, NY/July 2012-May 2013;

Kiev-Mohyla Academy, Cultural Science, -Kiev, Ukraine/September 2006-June 2012

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