

# Valeriia Popko

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## Education:

### University Of Northwestern Ohio

Lima, Oh

- Currently attending for a Bachelor Degree in Business Administration and Management
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## Extra-Curricular Activities

- Tennis player of the University of Northwestern Ohio
    - NAIA ranking of #21 in singles
  - Previously played tennis for a Division 1 Gardner-Webb University
  - Was ranked nationally in the top 15 as a junior in Russia's U12 and U14 divisions
  - Trained in High Performance Institute in Orlando, Florida and TennisVal Academy in Valencia, Spain
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## Experience:

Sep 2014-Present

### Colors Beauty Salon

Lima, Ohio

- Answered phone calls and made sure that the salon is clean and the customers are satisfied
- Schedules and changed appointments and run over transactions
- Assisted customers with products

Sep 2013-Nov 2014

### “Hasanskaya 19” tennis club

St. Petersburg, Russia

- Tennis coach
- Front desk
- Taught tennis lessons to adults and kids
- Facilitated implantation of conditioning programs and advanced drills
- Analyzed and assessed players' ability and provided recommendations for improvement while instilling confidence, boosting self-esteem, and mental toughness.
- Managed 25 tennis courts and local tournaments
- Networked to increase clientele

Nov 2015  
Nov 2016

### Volunteer for USTA Wheelchair Tennis

Lima, Ohio

- Helped to raise \$11,000 in 2015 and \$15,000 in 2016

Jun 2015-Sep 2016	<b>“Future Stars” tennis camp</b>	Southampton, NY
	<ul style="list-style-type: none"> <li>• Provide skills instruction in individual and group lessons</li> <li>• Teach children, ages groups 5-12</li> </ul>	
Jun 2013- Aug 2013	<b>Moskva Hotel</b>	St. Petersburg, Russia
	<ul style="list-style-type: none"> <li>• Administrator</li> <li>• Learned about the communication with the clients</li> <li>• Worked with the touristic companies</li> <li>• Translated documents from English to Russian</li> <li>• Resolve and help with any problems or issues that guests encountered</li> <li>• Figured out the best logistics processes to be realized Negotiated payment plans</li> </ul>	
Jun 2012-Dec 2015	<b>Tournament Official/Referee</b>	
	<ul style="list-style-type: none"> <li>• Supervised matches</li> <li>• Worked as a referee on junior tournaments at the age groups under 12,14,16, as well as ITF tournaments Governor Cup and \$25,000 St. Petersburg-Vsevolozhsk</li> </ul>	
Jun 2012- Aug 2013	<b>Solnechnoe Tennis Camp</b>	St. Petersburg, Russia
	<ul style="list-style-type: none"> <li>• Tennis instructor</li> <li>• Taught over 400 lessons to children and adults</li> <li>• Helped to run the camp fitness program to promote health and wellness</li> <li>• Demonstrated organization skills by: answering calls, filing paperwork and setting up appointments in weekly</li> </ul>	

**Skills:**

- Office and records management.
- Data base administration
- Russian and English (verbal and written)

**Awards:**

- Dean’s List for Winter Quarter 2016
- Academic All-American 2016
- Women’s Tennis 1<sup>st</sup> Team All Conference 2015
- Women’s Tennis 1<sup>st</sup> Team All Conference 2016