

ELINA KALNINA

Energetic and self-motivated college graduate with previous experience in an office setting. Organized, responsible, and recognized as a quick learner with good judgment and a positive, team-oriented attitude is seeking a challenging position to utilize current skills and abilities with the opportunity for professional growth.

EDUCATION

Saint Peter's College, Jersey City, NJ

M.B.A., Managerial Information Systems (MIS)

May 2008 (Achieved GPA 3.65/4.00)

Bachelor of Science, International Business & Trade

August 2005 (Overall GPA 3.42)

RELEVANT COURSE WORK

E-Commerce Technology, Software Tools for Managers, Database and Knowledge Mgmt Systems, Corporate Finance, Global Business Policy, Managerial Accounting

SKILLS SUMMARY

- Applications in Microsoft Office (Word, Excel, Powerpoint, Outlook, Access, Project)
- Internet Research, Network Connectivity, and Adobe Photoshop
- Languages: fluent in Latvian and Russian

EMPLOYMENT EXPERIENCE

Uni Girona Basketball Club, Girona, Spain

(Aug 2008 – Feb 2009)

Played professionally in the Spanish Basketball League - Liga Femenina 2 (LF 2)

- Number 1 team in the league, unbeaten for a record 11 games
- Kept the motivation of the team high by interacting with all members (even with the language barrier) and assisting the younger players improve their game
- Collaborated in the team effort as well as individually by providing assistances and...

T and L Events, Inc., 244 West 54th St, Sue 1204, New York, NY

(May 2007 – July 2008)

Provided event/tradeshows support as an assistant. Worked awards-ceremonies as a trophy presenter. Assisted in various corporate events.

Saint Peter's College, Jersey City, NJ

Office Manager - Women's Division I Basketball Office

(Sep 2004 – May 2005)

Provided office support to the coaching staff in the following capacity:

- responded to phone inquiries, organized and kept a record of team files
- responsible for inter-team communications

Mathematics Tutor

(Nov 2003 – May 2004)

Provided tutoring support to athletes in Calculus, Algebra, and Statistics. Reviewed homework assignments in all math-related subjects. Prepared students for tests and exams, and monitored their progress.

AWARDS

- Named to MAAC Women's Basketball All-Academic Team 2007 and 2005
- Recognized Student-Athlete by NCAA and NCAS 2007
- Awarded Athletic Scholarship by St. Peter's College (2003-07) and Central Connecticut State Univ (2001-03)