

From: [REDACTED] >
To: Jeffrey Epstein <jeevacation@gmail.com>
Subject: Fwd: Resume
Date: Tue, 04 Oct 2016 13:37:26 +0000

Begin forwarded message:

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

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Email: [REDACTED]

I am a highly motivated, hard-working and creative multi-lingual student with proven academic performance. I am reliable, loyal and exhibit strong leadership skills. I am interested in a career in tourism, public relations, or art and cultural sciences.

Qualifications

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

Employment History

Professional Receptionist/ Secretary

Secretary [REDACTED]

Receptionist [REDACTED]

- Highlights** - Provided comprehensive administrative support to staff;
- Processed bills, invoices and orders;
 - Ordered supplies;
 - Promptly answered e-mails, calls;
 - Scheduled appointments.

Tutor

English Teache [REDACTED]

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

Additional Employment

[REDACTED]
[REDACTED]

Education:

[REDACTED]

[REDACTED]