**Ilya Shvabskiy**

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**OBJECTIVE:** To obtain a position as an Assistant Social Worker.

**EDUCATION: New York City College of Technology,** Brooklyn, NY

 **Associate Degree in Applied Science**

 *Anticipated Graduation – June 2014*

**PROFESSIONAL EXPERIENCE:**

**Quantum Inc.,** Brooklyn, NY **08/2008 - Present**

*Assistant/Clerk*

* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
* Answer phone calls, and record messages.
* Maintain and update filing, mailing, and database systems, either manually or using a computer.
* Communicate with customers to answer questions, take orders, and address complaints.
* Open, sort, and route incoming mail and prepare outgoing mail.
* Complete work schedules, manage calendars, and arrange appointments.
* Review files, records, and other documents to obtain information to respond to requests.

**New York City College of Technology,** Brooklyn, NY  **07/2011 – Present**

*Assistant at Construction Technology Department*

* File documents and maintain computer files.
* Keeping order in documentation by reviewing files and records.
* Make sure machines in classrooms work correctly.
* Set up necessary tools for each class.

**SKILLS:** Microsoft Office, Outlook, Digital Photography, Scanning, Internet searching, E-mailing, Graphical Works, E-communications, E-contacts.

**LANGUAGE SKILLS**: Bilingual in English and Russian.

 **References furnished upon request**