

Daria Shevelkova

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A diligent student pursuing a major in Business Administration-International Business in semester 4, equipped with practical experience in sales, food service, and social services.

SKILLS SUMMARY

Proficient with Microsoft Office 365: PowerPoint, Excel; Word; Power BI, Adobe, Share Point

Languages: English, Russian, Spanish (beginner), French (beginner)

EDUCATION

Seneca Polytechnic – North York, ON

Expected April 2025

Advanced Diploma in Business Administration - International Business

Term Fall 2023 GPA: 3.80/4.00

Concentrations: Data Analysis, Marketing, Project Management, Finance, International Business

Relevant Coursework: Organization & Management; Information Systems & Operation Management; Managing Groups and Teams

Arizona State University – Coursera Online

August 2021

Certificate in Business: Marketing and Sales

PROJECTS

Sales Effectiveness Project - *Researcher*

September 2023 – December 2023

- Conducted thorough market research, gathering data on industry trends, competitor strategies, and customer preferences.
- Authored a comprehensive sales manual encompassing product features, sales scripts, objection-handling strategies, and best practices.
- Utilized advanced data analysis tools to extract meaningful insights from market research data.

EXPERIENCE

MR SUB – *Sandwich Artist/Cashier*; North York, ON

January 2023 – January 2024

- Provided excellent customer service, including greeting customer, taking orders, and addressing concerns in a friendly and professional manner.
- Trained new employees on restaurant's operational procedures and customer service protocols.
- Handled cash transactions and used a point-of-sale (POS) system, accurately and efficiently.
- Actively participated in promotional activities, resulting in a 10% increase in the sales of featured menu items.

Familia (Outlet) – *Sales Associate*; Saint-Petersburg, Russia

February 2021 – March 2022

- Replenished merchandise, monitored floor stock and processed shipments.
- Worked collaboratively with team members to achieve store goals.
- Provided product information and helped customers make informed purchasing decisions.

Pitershed (Camp for disabled people) – *Volunteer*; Saint-Petersburg, Russia

March 2020 - October 2020

- Logged accurate data of resident's activities.
- Facilitated group activities and workshops focused on building life skills and fostering a sense of community.
- Provided one-on-one support and assistance to campers with disabilities, ensuring a positive and inclusive camp experience.