**Leya Medhin**

**Alexandria, VA**



571.355.2104  [Ltm242@email.vccs.edu](mailto:Ltm242@email.vccs.edu)





**Skills**

Computer and Software skills: Microsoft Office programs, Adobe Premiere Pro, After Effects and general internet research abilities

Effective time-management and solid communicator in a variety of professional settings

Able to manage high-demand work environments such as in restaurant and childcare services

Exceptional customer service, artistic, and administrative skills

Able to assist on independent film productions



**Professional Experience** **Marketing Manager *Fullbloom Florist, Wedding and Events***

Arlington, Virginia

August 2017 - February 2020

* Created, edited and managed the company’s social media accounts
* Designed and distributed targeted marketing campaigns such as newsletters and promotions
* Ordered and designed business promotional items which included company shirts and business cards
* Welcomed and interacted with guests as well as provided focused customer support as necessary
* Responsible for operational tasks such as answering calls, coordinating orders, and document management
* Purchased necessary materials/supplies and organized inventory

**Nanny In-home Service**, Washington, DC

February 2014- August 2016

* Responsible for the daily childcare services for two toddlers, and directly support their everyday needs
* Create and oversee productive activities, approved by their parents, to engage the children’s educational growth
* Communicate with the parents to provide updates on their children’s daily tasks

**Summer Hostess *Brasserie Beck***, Washington, DC

June 2012- August 2012

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|  | ● | Communicated and coordinated with staff and guests to book reservations and organize the main floor |
|  | ● | Examined the dining room regularly to maintain a clean and safe environment for customers and staff |
|  | ● | Estimated and monitored wait times for guests and made sure their needs were met during the waiting period. Escorted guests to dining room and assisted in any additional food service demands |
|  | ● | Answered incoming calls and followed up with customers to confirm reservations and restaurant requests |



**Education, Volunteer / Community**

**Work**

**Northern Virginia Community College,** Annandale, VA

Spring 2021 – Spring 2023

*AFA Cinema*

**World Mission Society Church of God**, Washington DC

July 2016 – December 2018

* Participated in H street clean-up campaign
* Set up police appreciation dinners
* Participated in DC park clean-ups

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