Tatiana M. Shilenski

Kirkland, WA | (206) 261-9396 | shilenskit@gmail.com

Career Goal

Highly responsible, team-oriented young professional seeking an entry-level position on the administrative staff of a law firm—supporting the long-term objective of becoming a paralegal

Skills, Strengths & Qualifications

- **Outstanding Customer Service Skills**
- **Administration & Office Management**
- **Very Responsible; Superior Work Ethic**
- **Passion for Law & Legal Research**
- **Writing, Editing & Presentation Skills**
- **90wpm Keyboarding Proficiency**
- **Extremely Fast Learner**
- **Strong Computer & Software Proficiency**

Professional Experience

Merchandise Flow Supervisor, Target (Redmond, WA) September 2011 – Present

Part of Sales Leadership Team responsible for total store results. Lead and assist with processing, replenishment, and prioritizing of merchandise. Ensure visual merchandise strategies and presentation standards are maintained. Manage time and attendance and labor budget. assist in store opening and closing procedures as necessary.

Stage Manager, Apple Theater (Bellingham, WA) January 2012 – August 2012

Credits: West Side Story, Spring Awakening, A Midsummer Night's Dream

Assistant to the Director during rehearsal period. Communications hub for cast and crew during the show, coordinating set changes, light and sound cues, and backstage activity. Responsible for solving unexpected problems. Produced weekly rehearsal status reports to the artistic team on the show's progress. Enforced all relevant Health and Safety legislations on the set.

Producer, Early Entrepreneurs (Seattle, WA) November 2006 – December 2011

Conceptualized and produced this award-winning television series helping instruct young adults around basic financial concepts, work readiness skills, entrepreneurship, and college preparation. The show received a Daytime Emmy Award for "Best Educational Series" and 4 additional category nominations.

Sales Associate, GLITSY Handmade Cosmetics (Bellevue, WA) November 2009 – May 2010

Maintained high average sale numbers and won multiple in-store sales contests. Provided customers with skin and hair care consultations, using extensive knowledge of Glitsy products and their ingredients.

Assistant Costumer, Skagit Theatre Company (Kirkland, WA) June 2009 – August 2009

Researched desired costume styles, designs, patterns, and construction methods appropriate for the time period of various stage productions. Created numerous costumes from scratch under highly challenging time constraints. Effectively allocated costume budgets and organized inventory for future use.

Education & Additional Information

- General Studies, Bellevue College, Cascadia Community College (2 years)
- Currently researching Paralegal programs with goal of studying for Paralegal Certificate
- Proficiency in MS Word, PowerPoint, Publisher, OneNote, Excel, and Adobe Photoshop CS5
- Strong background in web research and social media usage (e.g. LinkedIn, Facebook, Twitter)
- Avid reader of legal books and blogs; above-average knowledge of legal terminology