

## **NATALIA KULAGINA**

**Aventura, Florida | 954-865-7494 | natashaboiko82@gmail.com**

Job Preferences: Open to In-Office, Remote, or Hybrid roles

Trucking Safety & Office Assistant / Entry-Level Bookkeeping Assistant

### **PROFESSIONAL SUMMARY**

Office professional with hands-on experience in trucking safety compliance, driver documents, and office tasks. Good at organizing Driver Qualification Files (DQFs), checking DOT/FMCSA rules, and doing fast data entry. Finished an online course in payroll management. Highly organized, careful with numbers, and ready to help with daily truck office work and basic bookkeeping tasks.

### **SKILLS**

- **Languages:** Russian, English.
- **Trucking Safety & Compliance:** DOT & FMCSA Rules, Driver Files (DQFs), FMCSA Clearinghouse, CDL Tracking, Truck Registrations.
- **Office & Computer Skills:** Fast Data Entry, Filing Documents, Record Keeping, MS Office (Word, Excel, Outlook), General Office Tasks.
- **Money & Paperwork (Basic):** Checking Bills, Verifying Documents, Sorting Fuel Receipts for IFTA.
- **Training:** Basic Payroll & Bookkeeping Concepts (Online Course).
- **Customer Service:** Helping Customers, Solving Problems, Good Communication.

### **PROFESSIONAL EXPERIENCE**

**Star Transportation, PA | Trucking Safety & Driver Compliance Assistant |**  
Mar 2021 – Dec 2023

- Helped with new driver hiring, running FMCSA Clearinghouse queries, background checks, and drug tests.
- Kept and checked Driver Qualification Files (DQFs).
- Tracked expiration dates for driver CDLs and Medical Cards to keep them valid.
- Did daily office tasks, organized truck registrations, and checked fuel receipts for tax files.
- Organized paperwork for random, pre-employment, and post-accident drug and alcohol tests.
- Checked roadside inspections and sent signed violation papers back to the states.
- Organized confidential employee paperwork and safety documents every day.

**Dick's Sporting Goods | Sales Associate | 2020**

- Met daily sales goals and helped customers in a busy store.
- Learned about sports products, clothes, and shoes to help sell more.
- Put new stock on shelves and organized floor displays.

**Bloomingdale's | Sales Associate | 2019**

- Helped premium customers and gave advice about luxury brands.
- Met individual sales goals through good customer communication.

### **EDUCATION & CERTIFICATIONS**

- **Certificate:** Payroll Management 101 (Theoretical) | Online Course | 2021
- **Bachelor of Science in Business Administration and Commerce |** Lobachevsky State University — Nizhny Novgorod, Russia | 2011
- **Bachelor of Fine Arts in Interior Design |** Kosygin State University of Russia — Moscow, Russia | 2008