



KARYNA PESHEKHONOVA

Irvine / Orange County, CA

 747-441-9505

 pesehonova132@gmail.com

PROFESSIONAL SUMMARY

Results-driven Sales and Business professional with experience in customer service, sales support, client relationship management, and administrative operations. Graduate with an Associate of Arts in Business Administration and hands-on experience in e-commerce, Shopify, and online business development. Strong communicator who builds trust with customers, stays organized in fast-paced environments, and enjoys helping businesses grow through excellent customer relationships and effective sales support.

CORE SKILLS

Sales & Customer Service

Client Relationship Management

Sales Support

Customer Communication

Lead Qualification

Appointment Scheduling

Administrative Support

Business Operations

E-Commerce

Shopify

Microsoft Excel

Microsoft Word

Google Workspace

Data Entry

Organization

Problem Solving

Time Management

Attention to Detail

EDUCATION

Irvine Valley College

Associate of Arts (A.A.) in Business Administration

Graduated 2026

Relevant Coursework

- E-Commerce
 - Business Management
 - Business Communication
 - Marketing
 - Accounting
 - Business Law
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PROFESSIONAL EXPERIENCE

Sales Assistant

Moving Company | California

- Assisted prospective customers by explaining services, pricing, and available options.
 - Built positive relationships with clients through professional communication and follow-up.
 - Coordinated appointments and scheduling to support daily operations.
 - Maintained accurate customer records and administrative documentation.
 - Worked closely with the team to improve customer satisfaction and service efficiency.
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Front Desk Assistant

Beauty Salon | Newport Beach, CA

- Welcomed clients and delivered a professional customer experience.
 - Managed appointment scheduling, confirmations, and calendar coordination.
 - Responded to phone calls, emails, and customer inquiries.
 - Assisted with administrative tasks and daily business operations.
 - Maintained organized client records and supported efficient workflow.
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Barista / Customer Service Associate

Le Cafe Du Parc | California

- Delivered excellent customer service in a fast-paced environment.
 - Processed customer orders and payments using POS systems.
 - Resolved customer concerns professionally while maintaining a positive experience.
 - Collaborated with team members to ensure efficient daily operations.
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E-COMMERCE PROJECT

Shopify Online Store

- Built and customized a Shopify e-commerce store.
 - Configured a professional business domain and email.
 - Organized store structure and product listings.
 - Learned online merchandising and customer experience best practices.
 - Explored digital marketing and e-commerce strategies through hands-on business development.
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LANGUAGES

English

Ukrainian

Russian

AVAILABILITY

Available Immediately

Open to Full-Time or Part-Time

Remote or On-site