


EVELINA YURIYCHUK

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 916-280-8007

 Charlotte NC

PROFESSIONAL SUMMARY

Experienced administrative professional adept at providing logistical support for various projects, programs and initiatives. I am looking to secure a position in a dynamic organization that utilizes my knowledge and skills and provides opportunities for growth and development.

SKILLS

- Microsoft Office Suite
- Document management
- Data entry
- Research and analysis
- Record keeping
- Proofreading
- Organization
- Attention to detail

EDUCATION

California State University
Sacramento, CA • 2016

Bachelor of Arts: English
Graduated Cum Laude

American River College
Sacramento, CA • 2013

Associate of Arts: English & Social
Sciences

WORK HISTORY

PM&A - Project Specialist

Atlanta, GA • 03/2021 - 02/2024

- Worked on projects assisting T-Mobile with reaching Entitlement Complete for sites at which they are building/modifying cell phone towers
- Day to day consisted of colocation application reviews, construction drawings review & routing, and leasing documents review & routing
- Supported Project Managers by completing administrative tasks, entitlement complete checklists & notifications, document pull & upload, and working with jurisdictions on permit closeout.

Inderkum High School - Library Media Technician

Sacramento, CA • 02/2019 - 05/2020

- Managed reading materials for students, organization of textbook room, inventory, purchasing, circulation and cataloging
- Worked with Sacramento Public Library, North Natomas, to help students apply for library cards, search for and check out books, and utilize computer lab
- Worked with school counselors and contacts at American River College, Natomas Center to ensure students in California Early College Academy (C.E.C.A) program had necessary novels/textbooks for their college courses

California Homebuilding Foundation - CIRB Research Analyst

Sacramento, CA • 09/2017 - 02/2019

- Acquired and tracked issued building permit information monthly from all jurisdictions in California, performed data entry, compiled data in specialized reports such as California Construction Review, Energy Permit Summary Report, and Monthly Modified Report
- Worked with Executive Director on the annual scholarship process, established scholarship award amounts for that year, communicated with colleges and universities, processed received student scholarship packages and awarded scholarship money
- Assisted Director of Accounting with collecting and processing incoming documents for ZNE Grant, prepared and submitted final packages.

Legislative Data Center - Proofreader

Sacramento, CA • 07/2015 - 03/2017

- Proofread historical statutes and resolutions for coding and wording errors
- Formatted to prepare for online publication for public access
- Data-entry
- Training of new students

LANGUAGES

Russian



Native or Bilingual