



ALEXA KASHUBSKIY

ABOUT ME

Organized and people-focused professional with a Bachelor's degree in Elementary Education Studies and experience coordinating events, managing schedules, and supporting fast-paced operations. Skilled at communicating with clients and teams, handling multiple priorities, and ensuring every detail comes together smoothly.

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📍 San Francisco, CA

EDUCATION

Bachelor in Elementary Education

Western Governor University
2023 - 2025

Associate in Art & Science

Bellevue College
2021 - 2023

EXPERTISE

Leadership

Client Communication

Communication

Microsoft Office Suite

Graphic Design

LANGUAGES

English

Ukrainian

WORK EXPERIENCE

Mar 2026 - Aug 2026

Burke & Black

Executive Personal Assistant

- Worked alongside 2 chefs with Michelin-starred restaurant experience
- Stepped in to manage operations, completing over 20 large orders
- Built core systems, improved processes, and designed recipe books

Sep 2024 - May 2025

Renton Christian School

Classroom Assistant

- Lesson planned and independently managed groups of 25-30 students
- Provided one-on-one support tailored to each student's learning needs
- Self hosted extracurricular classes for students in Pre-K - 5th grade

Oct 2023 - Jan 2025

Self Employed

Private Tutoring

- Managed students across 6 different age groups
- Served 120 minute interactive courses for math, science, and history
- Redirected energetic students and maintained a focused environment

Jan 2020 - Dec 2024

Accounting & Tax Solutions

Bookkeeping

- Handled and organized financial data for over 100 clients
- Confidentially managed and categorized \$1M+ worth of transactions
- Used various tools and resources to ensure accuracy and consistency